BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND

AFMC INSTRUCTION 90-202

9 JULY 1998

Command Policy

COMMAND LEVEL INSPECTOR GENERAL
ACTIVITIES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AFMC WWW site at: https://www.afmc-mil.wpafb.af.mil/pdl/

This instruction implements AFPD 90-2 and AFI 90-201 within Air Force Materiel Command. It provides guidance and procedures for AFMC Inspector General activities. These instructions apply to Air Force Reserve Command or Air National Guard Combat Logistics Support (Aircraft Battle Damage Repair and Rapid Area Distribution Support) units or members as described in AFPD 90-2, Paragraph 5.2 and in Attachments **Attachment 5** (**A5.2.4.**) and **Attachment 7** (**A7.4.2.**) of this instruction.

SUMMARY OF REVISIONS

This instruction revises previous edition.

Chapter 1

OVERVIEW

1.1. Objectives.

1.1.1. The HQ AFMC Inspector General (IG) is the "eyes and ears" of the AFMC Commander. As such, AFMC Inspector General activities determine and report:

- Ability to mobilize, deploy, and employ personnel and resources in support of wartime or contingency operations.
- Ability to defend against and recover from hostile actions that occur on the home station, and to continue necessary operations under increased threat conditions.
- Compliance with federal laws, regulatory policies, and DoD/AF directives and instructions.
- Compliance with contractual requirements and adequacy of contract preparation and performance evaluation.
- Compliance with required safety, security, and reliability standards for management of nuclear resources.
- Status of Air Force and command level Special Interest Items.
- Emphasis on detection and prevention of Fraud, Waste, and Abuse (FWA).

1.2. Activities.

1.2.1. The IG conducts the following activities. Individual chapters in this document provide specific information on each activity:

- Operational Readiness Inspections (ORIs) (**Chapter 2**)
- Unit Compliance Inspections (UCIs) (**Chapter 3**)
- Contract Support Activity Inspections (CSAIs) (**Chapter 4**)
- Nuclear Surety Inspections (NSIs) (**Chapter 5**)
- Special Interest Item Reviews (SIIRs) (**Chapter 6**)
- Personal Conference Periods (PCPs) (**Chapter 7**)
- Commander-Directed Inspections (CDIs) (**Chapter 8**)
- Intelligence Oversight Inspections (IOIs) (**Attachment 5**, **A5.1.7.**)
- Command Gatekeeper Program (See AFI 90-201)

1.3. Applicability.

1.3.1. All AFMC organizations are subject to applicable IG activities unless specifically exempted as outlined below.

1.3.2. 38EIW/IG, Tinker AFB, OK, will conduct all inspections on Engineering-Installation ANG units. Applicable IG activities and inspections will be determined by 38EIW/IG.

1.3.3. Commanders may request a permanent or temporary exemption from all IG inspections, a specific inspection activity, or any portion of a specific inspection activity. Permanent exemptions may be granted by the AFMC Commander. Temporary exemptions may be granted by the AFMC IG.

1.3.4. Commanders may request exemptions based on the following or similar circumstances:

- Major organizational or mission changes
- Real-world contingency deployments or commitments.
- Weapon system modifications or conversions requiring extensive training of personnel or modification of maintenance procedures.
- Limiting factors reportable under the Status of Resources and Training System (SORTS) in relation to an organization's Designed Operational Capability (DOC) statement(s).

1.3.5. Processing Exemption Requests:

- Route requests through the relevant HQ AFMC staff agency, if appropriate, to the IG. State specific inspection activities (or portions of activities) to be exempted with detailed justification. For temporary exemptions, state the requested expiration date.
- HQ AFMC staff agencies will forward the request with their recommendation to the IG.
- For permanent exemptions, the IG will forward the request with a recommendation to the AFMC Commander. The IG will notify the relevant HQ AFMC staff agency and the requesting organization of the AFMC Commander's decision.
- For temporary exemptions, the IG will approve or disapprove the request, inform the AFMC Commander, and notify the relevant HQ AFMC staff agencies and the requesting organization.

1.4. Inspection Credit.

1.4.1. In general, organizations will not receive inspection credit for real-world taskings unless a formal inspection request has been coordinated, approved, and the real-world tasking has been observed by an IG inspection team.

1.4.2. Activities not observed by the IG do not meet the spirit and intent of the statutory requirements of US Title 10 in which the IG is to provide an independent assessment of combat readiness.

1.4.3. Not only must the activity be observed, it must also be robust enough to allow a thorough assessment of organization procedures and processes which, in turn, drive the assessment of overall readiness and capability.

1.5. Checklists and Guides.

1.5.1. The IG will maintain checklists and guides as required to conduct IG activities. Development and revision of checklists and guides is a shared responsibility of the IG and the HQ AFMC functional staff.

- The IG has primary responsibility for defining the purposes of any such documents, ensuring they are current and appropriate for their intended use, standardizing inputs from multiple functional areas, and distributing them as appropriate.
- The HQ AFMC staff has primary responsibility for defining the policies, performance levels, or technical standards to be assessed and for ensuring IG checklists and guides accurately reflect those areas.

1.5.2. Checklists and guides will supplement but not replace the expertise and judgement of IG team members. Inspectors are not limited to evaluating only checklist items.

1.6. Logistical and Administrative Support.

1.6.1. When preparing for an inspection, the IG trip planner will provide the organization with the following:

- The projected dates for the IG team arrival, inspection, outbrief, and any other key activities releasable to the organization.

- An IG team roster indicating name, rank, and functional area, and for lodging purposes, smoking preference and gender. For IG members traveling via commercial aircraft, arrival and departure times, and flight information will be provided when available.

- Any changes to the standard logistical support requirements identified in Attachments 1 through 4.

1.6.2. The inspected organization will appoint a project officer for the activity, and provide the IG with the individual's name, office symbol, phone number, and e-mail address. The project officer will:

- Coordinate with the IG trip planner on the projected dates for the IG team arrival, inspection, outbrief, and any other key activities.

- Coordinate with the IG trip planner on all logistical, administrative, or functional questions concerning the activity.

- Coordinate provision of items identified in Attachments 1 through 4, as applicable.

- Identify any limitations in the organization's ability to provide the IG's requested support.

- Coordinate with the local communications center to ensure the IG team chief, trip planner, and report monitor have message release and pick up authority.

- During the advance site visit, provide the IG trip planner a base phone book, base maps, and local area maps.

- No later than two weeks prior to the main team arrival, confirm the availability of logistical and administrative support for the IG team, and provide phone and fax numbers for the IG workcenter.

- No later than two weeks prior to the main team arrival, have the Weight Management Program (WMP) focal point contact the IG trip planner to arrange WMP inspection times and details.

- Assist the IG and the Fire Department Trusted Agent in obtaining any aircraft, facilities, casualties, or smoke generation devices required for exercises.

- No later than three days after team arrival, tell the IG workcenter manager exactly how many copies of the IG report will be needed for internal distribution within the organization.

1.7. Funding.

1.7.1. The IG will budget for and fund per diem, travel, and lodging.

1.7.2. The inspected organization will budget for and fund all other logistical and administrative support.

1.8. Pre-Inspection Activity.

1.8.1. The IG will formally notify the organization commander in writing of the activities to be performed, the approximate dates, and the names and phone numbers of the IG team chief and trip planner.

1.8.2. For major activities, the IG team chief and trip planner will conduct an advance site visit to accomplish the following:

- Resolve any conflicts or confusion about the nature of the inspection or the functional areas and operations to be inspected.
- Address questions and concerns about the activity.
- Coordinate support requirements with the organization's project officer.
- Accept any items that would otherwise be mailed to the IG (see Attachments 1-4).

1.8.3. For ORIs, the IG will send preparatory messages to the organization prior to the inspection, to provide appropriate intelligence build-up and threat warnings. The IG will follow normal Crisis Action Procedures (e.g. Warning Order, Alert Order, and Execute Order).

1.8.4. One day prior to the main team arrival date, an advance team will arrive at the organization to verify that the workcenter, lodging, and assigned vehicles are adequate, and to resolve any last minute issues prior to main team arrival.

1.9. Execution.

1.9.1. The main team normally arrives one day prior to the scheduled activity start. On the day of main team arrival, the organization should provide the IG team with the following:

- Brief introductory comments from senior leadership.
- A short local orientation briefing on any safety, security, or procedural requirements that are unique to the installation, or other information deemed necessary by the organization.
- Time to check into lodging, check out vehicles, and conduct internal IG business.

1.9.2. Team Entry and Access Authority.

- Upon arrival at the organization, the activity team chief will provide the organization's senior leadership an Entry Authorization Listing (EAL) as prescribed in AFI 31-101, *Air Force Physical Security Program*. The organization will ensure the EAL is properly distributed.
- The EAL will list each inspector's specific security clearances and special access authorizations.
- The EAL authorizes inspectors to take photographs and to review any material related to the inspection commensurate with their security clearances and special access authorizations. This includes reports of audit, staff assistance visits, internal self-inspections, standardization and evaluation inspections, and quality control results.
- Inspectors are authorized to review inspection reports on, and agreements with, associate organizations to ensure identified deficiencies and existing support problems receive adequate command attention.
- The organization may authenticate the identity of the activity team chief through the HQ AFMC Command Post.

- The IG team will not deliberately provide the organization with an erroneous EAL. Any mistakes on the EAL will be unintentional, and the IG team chief will ensure they are corrected as soon as they are discovered.

1.9.3. The IG team chief will provide an executive inbrief to the organization's senior leadership, covering areas to be inspected, team composition, and rating methodology.

1.9.4. As the activity is conducted, IG members will provide an informal inbrief, periodic status updates, and an informal outbrief to their counterparts. The status updates and outbrief will cover inspected areas, general observations, and potential Best Practices and Findings, but will not cover potential ratings.

1.9.5. The IG will review applicable Special Interest Items (SII). See Chapter 6 for additional information.

1.9.6. The IG may conduct Personal Conference Periods (PCPs) to provide an opportunity for unit personnel to present a complaint, report Fraud, Waste, and Abuse (FWA) or other alleged wrongs, and seek information or answers to questions relating to a command policy or directive. See **Chapter 7** for additional information.

1.9.7. Approximately two days prior to the outbrief, the activity trip planner will coordinate with the organization's project officer on the outbrief and team departure.

1.9.8. Approximately one day prior to the outbrief, the IG team chief will outbrief the organization commander and provide the commander a summary of the ratings.

1.9.9. The outbrief will summarize the inspection results and highlight the most noteworthy observations and participants. The inspected organization will determine attendance. The IG trip planner will coordinate with the organization protocol office on Distinguished Visitor seating arrangements, arrival, and departure.

1.9.10. The IG will prepare a report and leave it with the inspected organization prior to departing the installation.

1.10. Post-Inspection Activity.

1.10.1. Upon completion of each inspection, the IG will:

- Brief the relevant HQ AFMC staff agencies on the inspection, and notify them of any Findings attributed to conflicting or insufficient headquarters guidance.
- Forward a Staff Summary Sheet summarizing the inspection to the AFMC Commander and relevant HQ AFMC staff agencies.
- Brief the results to the HQ AFMC senior staff at an AFMC Commander's staff meeting.
- Ensure distribution of the report is completed in accordance with Paragraph 1.11.3.
- Conduct a formal process review meeting to discuss lessons learned and suggestions for improvement, decide future actions, and assign action officers.
- Formally or informally survey the inspected organization's senior leadership to solicit feedback on how to improve IG processes.

1.11. Reports.

1.11.1. AFMC IG reports are intended to document the organization's actions in enough detail to allow accurate recognition of strengths and effective improvement of deficiencies. Within each section of the report, IG observations will be grouped into the following categories:

- Best Practices: Unique, successfully proven examples of processes or techniques that enhance mission effectiveness and have the potential for command-wide implementation.

- Strengths: Highly effective concepts, techniques, or management practices.

- Areas for Improvement: Relatively minor deficiencies documented to provide specific information for future improvement efforts.

- Findings: Major performance or compliance deficiencies in core processes.   The IG will describe the deficiency, cite specific references, and identify the Office of Primary Responsibility (OPR) and any Office of Collateral Responsibility (OCR). The organization must formally reply in accordance with Paragraph 1.12.

- If a Finding involves sufficient validated evidence of fraud, the IG team chief will exclude it from the report and refer it to HQ AFMC/IGQ for appropriate action.

- If a Finding involves sufficient validated evidence of waste or abuse, the description will include the following statement: "This was a waste (or abuse, or potential waste or abuse) item under the Air Force FWA Program."

1.11.2. Outstanding Performers:

- If the IG team observes that certain individuals or teams have made clear contributions to the organization's mission accomplishment at a level well above their peers, the report will recognize them as Outstanding Performers.

- The IG will validate each government nominee's candidacy with the supervisor, first sergeant, or organizational commander. General eligibility criteria are as follows:

- Nominees must be non-management personnel in grades no higher than E-6, O-3, WG-10, or GS-12.

- Nominees must meet all appropriate disciplinary and quality force standards.

1.11.3. Distribution:

- ORI reports are sent to the HQ AFMC staff, all AFMC installation IGs, all MAJCOM IGs, the SAF/IG, and the Air Force Inspection Agency. Reports from other activities are distributed as described in the specific activity chapters in this document.

- Distribution is made electronically to recipients with access to the AFMC IG secure web site, at https://www.afmc.wpafb.af.mil/IG/. A registration menu at the site allows new users to request access. Recipients may download the reports and distribute them as required within their organizations.

- The IG will send hard copy reports to recipients outside of the inspected organization if they do not have access to the IG secure web site.

- The inspected organization may reproduce and internally distribute the reports as required.

1.11.4. Security:

- IG inspection reports must be marked and handled in accordance with AFI 90-201, Paragraph 3.4.

- The IG is the releasing authority for all IG activity reports except as follows:

- The AFMC Commander is the release authority for Commander Directed Inspections.

- After an ORI, commanders of inspected units may authorize the public release of ratings for the overall inspection and for the major graded areas (Wartime Materiel Support, Force Protection, Initial Response, and Deployed Operations). Public release of sub-area ratings, verbatim Findings, or other data not authorized here is prohibited.

- After a UCI, commanders of inspected units may authorize the public release of ratings for the overall inspection and for the major graded areas (Chapter 3, Paragraph 3.2.2.). Public release of sub-area ratings, verbatim Findings, or other data not authorized here is prohibited.

1.11.5. Benchmark Candidates and other items of command-wide interest are included in the IG's quarterly CROSSTELL newsletter. The newsletter is accessible at the IG home page, at www.afmc.wpafb.af.mil/organizations/HQ-AFMC/IG/.

1.12. Response to IG Findings.

1.12.1. Inspected organizations will reply to each HQ AFMC/IG Finding in a letter to HQ AFMC/IGE NLT 60 days after final report delivery. The letter must be signed by the organization commander and will include the following information for each finding:

- The text of the finding as written in the original IG report.

- A recommendation to close or continue the finding.

- If recommending closure, provide a clearly defined action to correct the discrepancy and prevent recurrence.

- If recommending continuance at the end of the suspense period, describe actions taken and proposed, with an estimated completion date (updated replies are required every 45 days after the initial suspense period until the item is closed).

- The name, office symbol, and telephone number of the action officer.

1.12.2. HQ AFMC/IGE will

- Track the status of Findings, responses, and suspenses using the Deficiency Management System (DMS) database.

- Forward base responses to the appropriate HQ AFMC staff functional with a 30-day suspense for reply and send courtesy copy to appropriate functional IG member.

- Forward base responses, with HQ AFMC staff functional replies, to the appropriate functional IG member through the division chief with a 30-day suspense for reply.

- Forward replies, reviews, and coordinations to HQ AFMC/IG.

- Return non-concurrences to the base for re-evaluation with a 30-day suspense for reply.

- Notify the appropriate organizational commander and HQ AFMC staff function of the status of each.

1.12.3. HQ AFMC staff functional will:

- Review the responses from the assessed organizations and recommend the closing or continuance of a Finding in a written reply to HQ AFMC/IG through HQ AFMC/IGE by the established suspense date.

1.12.4. IG division chiefs and functional members will:

- Act as liaison between HQ AFMC/IGE and assessed organization or HQ AFMC staff functional on past due suspenses.
- Review the organizational responses and HQ AFMC staff functional recommendations.
- Coordinate with HQ AFMC staff functionals to resolve conflicting proposals.
- Make the final determination of whether to close or continue a Finding.
- Provide HQ AFMC/IG, through HQ AFMC/IGE, written notification of the final determination by the established suspense date.

1.12.5. Maintain appropriate security for all correspondences that contain Findings or other excerpts from IG reports. Mark and handle all documents in accordance with AFI 90-201, Paragraph 3.4.

1.13. Ratings.

1.13.1. AFMC IG activities are rated using the five-tier rating system described in AFI 90-201, with the following qualification: For NSIs, the IG supplements the AFI 90-201 rating definitions with additional criteria contained in Chapter 5.

1.13.2. Inspectors use checklists, assessment guides, governing directives, their functional expertise, and criteria published in this instruction to subjectively arrive at the ratings.

1.13.3. Ratings are not official until the final report is signed by the IG team chief. Any prior discussions between IG members and the organization will not constitute or imply a rating.

1.14. Unsatisfactory Ratings, Re-Inspections, and Follow-Up Inspections.

1.14.1. In the event of an UNSATISFACTORY overall or major graded area rating, the IG team chief will immediately notify the HQ AFMC Inspector General, organizational senior leadership, and the relevant HQ AFMC staff agencies. The IG team chief will decide whether to immediately re-inspect the area or to let the initial rating stand.

- If the failure was a result of unique circumstances or personal error, an immediate re-inspection may be appropriate.
- If the failure was a result of systemic problems or a general lack of proficiency, an UNSATISFACTORY rating is appropriate.
- If the failure involved pass-fail criteria in an NSI, the area must be re-inspected to MARGINAL prior to IG team departure.

1.14.2. If an area receives an immediate re-inspection, it will be graded no higher than SATISFACTORY.

1.14.3. If an organization receives an overall UNSATISFACTORY rating on an ORI, UCI, or NSI, the IG will send an OPREP-3 BEELINE report through command post channels in accordance with AFMAN 10-206, Chapter 3.

1.14.4. Follow-up inspections evaluate actions taken by organizational commanders to correct systemic problems. Follow-up inspections are conducted within 90 days of the original inspection and are required when any of the following occur:

- The overall rating or any major graded area rating is UNSATISFACTORY.

- The overall rating or any major graded area rating is MARGINAL and the AFMC Commander concurs with the need for a follow-up inspection.

- The AFMC Commander directs a follow-up inspection.

1.15. Observers.

1.15.1. The inspected organization may allow personnel from other organizations to observe the inspection processes. Any such personnel are the responsibility of the inspected organization, and they may not observe IG team meetings or internal processes.

1.15.2. The IG may sponsor observers from non-AFMC organizations such as AFIA or the SAF/IG. Any such personnel are the responsibility of the AFMC IG, and they may observe all IG processes.

1.16. Trusted Agents.

1.16.1. The IG may request Trusted Agents from the inspected organization to facilitate the development and execution, but not evaluation, of exercises.

1.16.2. The IG will provide Trusted Agents with information concerning the nature and timing of inspection events, to the extent necessary to achieve exercise objectives. Trusted Agents must not divulge that information to anyone within the inspected organization.

1.16.3. The IG will specify the particular functional areas or capabilities desired for each Trusted Agent, and may request specific people based on inspection requirements and unit capabilities.

1.16.4. When possible, Trusted Agents should be individuals who would otherwise have no active participation in the inspection.

Chapter 2

OPERATIONAL READINESS INSPECTIONS (ORIS)

2.1. Objectives.

2.1.1. Evaluate an organization's ability to mobilize, deploy, and employ personnel and resources in support of wartime or contingency operations.

2.1.2. Evaluate an organization's ability to defend against and recover from hostile actions that occur on the home station, and to continue necessary operations under increased threat conditions.

2.1.3. Evaluate compliance with federal laws, regulatory policies, DoD and AF directives and instructions, and execution of AFMC/CC policies.

2.2. Description.

2.2.1. An ORI is a multi-event, performance-based inspection divided into two phases. Phase I involves the organization's home-station reactions to national or local emergencies, and is conducted in "real-world" locations and with whatever resources the installation chooses. Phase II involves the wartime performance of deployed military forces, and is conducted in an exercise area established by the installation to simulate combat theater facilities. During Phase II, the unit uses only those resources that were actually deployed or that were specifically approved in advance by the IG.

2.2.2. The IG categorizes the unit's Phase I and Phase II performances into four major graded areas: Wartime Materiel Support, Force Protection, Initial Response, and Deployed Operations. Phase I includes the first three, and may involve anyone, civilian or military, assigned to the installation. Phase II consists of the fourth area, Deployed Operations, and involves only the deployed military forces. When a stand-alone Phase I ORI is conducted, some Items and Sub-Items under Sub-Areas normally associated with Deployed Operations may be inspected and graded.

2.3. Applicability.

2.3.1. ORIs are conducted at each Air Logistics Center (ALC), Product Center, and Test Center.

2.4. Scheduling.

2.4.1. ORIs are scheduled on a two to three-year cycle. When practical, ORIs for organizations supporting ACC or AMC flying missions will be combined with the tenant MAJCOM's ORI.

2.4.2. The inspection itself normally takes seven or eight days, with another three or four days required to prepare the final report and present the outbrief.

2.5. Special Logistical and Administrative Support.

2.5.1. Organizations must provide Large Team Support outlined in Attachment 1 and meet the ORI Special Support Requirements outlined in **Attachment 2**.

2.6. Exercise Ground Rules and Simulations.

2.6.1. Organization personnel are to carry out exercise tasks in as realistic a manner as possible, given available resources and the organization's specific responsibilities.

2.6.2. Exercise ground rules and simulations define how mission capability will be demonstrated and evaluated within exercise constraints. Refer to **Attachment 8** for standard exercise ground rules, and to **Attachment 9** for standard simulations.

2.6.3. To request IG approval of additional simulations, prepare a letter to the IG in the format shown in **Attachment 10**, signed by the senior official responsible for the local exercise program. Describe the item to be simulated, the reason the simulation is necessary, and how mission capability will be demonstrated. Send multiple simulations under a single cover letter. Forward requests to the IG no later than 30 days prior to the ORI start date.

2.7. Major Graded Areas.

2.7.1. Wartime Materiel Support (WMS) involves the acceleration of a center's core-mission operations in response to a wartime contingency. The IG will present wartime scenarios to materiel support organizations that call for an acquisition acceleration, test acceleration, science and technology acceleration, or depot operations acceleration, depending upon the organization under inspection. In addition, the center and wing level command and control of the WMS exercises will be evaluated. The WMS evaluation involves notification, planning, execution, and reporting phases to include evaluations of communications, requirements, priorities, plans, schedules, and the compliance with applicable policies and guidance. Since actual acceleration may be impractical or prohibitively expensive, the WMS scenarios often call for simulated responses. Wartime Materiel Support exercises are part of Phase I and typically last for four or five days.

2.7.2. Force Protection tests the ability to defend against and recover from hostile actions that occur on the home station, and to continue necessary operations under increased threat conditions.

2.7.3. Initial Response tests the ability to deploy military forces to a combat theater. The IG will exercise some or all of an installation's assigned unit type code (UTC) taskings, requiring base personnel to take all actions necessary to actually deploy people and equipment, stopping just short of loading the final transportation off base. Initial Response exercises will last for up to three days, and are part of Phase I.

2.7.4. Deployed Operations focus on the ability of the deployed units to perform their wartime missions. These exercises make up Phase II, and typically run around the clock for up to three days.

2.8. Criteria.

2.8.1. ORI criteria are contained in **Attachment 7**.

Chapter 3

UNIT COMPLIANCE INSPECTIONS (UCIS)

3.1. Objectives.

3.1.1. Evaluate compliance with items/activities required for safety, by federal law, executive order, or Department of Defense directives or instructions, AFI 90-201 and other AF instructions, or designated as a key result area in the Air Force Strategic Plan, the HQ AFMC Strategic Plan, or in command policy directives and initiatives.

3.1.2. Evaluate an organization's ability to execute a robust and quantifiable management system leading to sustained, effective mission performance.

3.1.3. Identify obstacles to mission accomplishment.

3.1.4. Identify best practices.

3.2. Description.

3.2.1. A Unit Compliance Inspection evaluates an organization's performance of mission critical tasking. Compliance with higher headquarters or legal guidance is assessed by directly inspecting processes and documentation. This inspection is not intended to require extensive preparation, but instead is designed to inspect the day-to-day operations of a unit in designated critical compliance areas.

3.2.2. The IG categorizes compliance into three major areas corresponding to the basic organizational structure of most AFMC centers: Command Staff, Product Support, and Air Base Wing Support. The major areas in the UCI are described in Paragraph **3.7.**. Detailed inspection criteria are provided in **Attachment 5**.

3.3. Applicability.

3.3.1. UCIs may be conducted at Air Logistics Centers (ALC), Product Centers, Test Centers, the Air Force Research Laboratory, direct reporting units (DRUs), geographically separated units (GSUs), and the headquarters. They may be conducted in conjunction with an ORI or as a stand-alone inspection. The inspection process will be flexible from one center to the next, allowing the IG to tailor the inspection to concentrate on each center's critical mission areas. The IG will work closely with the headquarters Executive Team (Chief Operating Officers and Functional Area Chiefs) and unit commanders when planning UCIs. Note that the level of unit involvement in the planning process will depend, in part, on the amount of notice provided for a given inspection (see Paragraph **3.4.1.**).

3.3.2. For organizations with Geographically Separated Units (GSUs), the IG will develop an assessment strategy tailored for the GSUs. The UCI trip planner will coordinate assessment of the GSUs with the parent organization's project officer, who will in turn notify the GSU of any necessary details. Coordination will include the following issues:

- GSUs to be assessed.
- GSU assessment dates.
- Specific support the GSU must provide the UCI team.

3.3.3. Air Force Reserve Command IG conducts UCIs of AFRC units. This chapter does not apply to AFRC units.

3.4. Scheduling.

3.4.1. UCIs will be scheduled on a two to three-year cycle. UCIs will be conducted with limited (2 weeks) or no notice at both centers and GSUs. A 12-18 month "window of vulnerability" will be established to determine those installations/units who may be susceptible to an IG team visit. Inclusion in the window does not guarantee a visit. Units outside the window can be subjected to a UCI if directed by the Commander. When practical, UCIs can be combined with ORIs, CSAIs, and SIIRs.

3.4.2. The inspection scope and duration will be tailored for each inspected unit (center, GSU, DRU). The inspection of a major center may take up to 5 days, with another 2 or 3 days required to prepare the final report and present the outbrief. Reports and outbriefs may be combined with ORI reports and outbriefs where applicable.

3.5. Special Logistical and Administrative Support .

3.5.1. Organizations must provide IG Team Support outlined in Attachment 1 unless otherwise notified. Exceptions must be coordinated with the IG trip planner.

3.5.2. Organizations must meet any special support requirements outlined in Attachment 3 or in the IG's notification letter.

3.6. Ground Rules.

3.6.1. In accordance with AFI 90-201 guidance, sampling techniques will be used to measure a center's performance. Prior to IG team arrival, IG UCI leaders will solicit information from the center, HQ AFMC staff, and other pertinent offices to determine which items within the major areas will be inspected.

3.6.2. The IG will provide centers with enough information to allow efficient conduct of the UCI. Typically this will include the major areas to be inspected and other information needed to conduct effective UCI operations. However, specific details on which units will be inspected will not necessarily be given.

3.7. Major Inspection Areas.

Note: All or some of the following areas may be subject to inspection during a UCI. This section is presented as a general overview, and is not intended to be an all-encompassing list of inspection activities.

3.7.1. Command Staff: Includes safety, chaplain, financial management, contracting, plans, staff judge advocate, intelligence, medical, public affairs, and inspector general.

3.7.2. Product Support: Includes engineering and technical management, acquisition management, combat logistics support, depot maintenance, science and technology, test and evaluation, information services, supply management, and bioenvironmental engineering.

3.7.3. Air Base Wing Support: Includes personnel, civil engineering, transportation, services, base supply, force protection, information management, munitions, and medical.

3.8. Ratings.

3.8.1. The IG will rate UCIs using a three-tier system: In Compliance, In Compliance With Exception, and Not In Compliance. The definitions of each rating are:

- In Compliance: Few, if any, deficiencies exist; no major impact.
- In Compliance With Exception: Resources and programs are relatively free of deficiencies; minimum impact.
- Not In Compliance: Resources and programs are not adequately managed. A number of items are not in compliance; major impact.

3.8.2. Rating Methodology: The IG will inspect AFMC organizations down to a level necessary to capture the organization's performance. To support ratings at graded area or sub-area levels, subordinate directorates, groups, divisions, squadrons, branches, or flights will be assessed, but not necessarily independently rated. Ratings will be provided to host unit commanders at a pre-determined organizational level.

3.9. Criteria.

3.9.1. HQ AFMC Business Area Chief Operating Officers, Functional Area Chiefs, and IG functional experts have developed detailed criteria to guide the UCI process. These criteria, organized by the major areas, are included as **Attachment 5**.

<div align="center">

Chapter 4

CONTRACT SUPPORT ACTIVITY INSPECTIONS (CSAIS)

</div>

4.1. Objective.

4.1.1. Contract Support Activity Inspections (CSAIs) provide commanders an independent assessment of operation and maintenance funded contracted services.

4.2. Description.

4.2.1. CSAIs assess the contractors' compliance with the Performance Work Statements (PWS) or Statements of Work (SOW) and the adequacy of the PWS or SOW to satisfy mission requirements. Contracts selected for inspection typically involve mission essential services, high dollar contracts, highly technical contracts, or contracts with a potential for fraud.

4.2.2. Contractor Relations:

- The IG develops and implements safeguards to prevent unnecessary contractor claims and protests resulting from inspecting contracted functions.

- Only the contracting officer can take formal action against the contractor for noncompliance, or can direct contractors to correct deficiencies identified during CSAIs.

- The IG team members will not direct contractor performance, nor will they direct the contractor to correct deficiencies.

- Determining the adequacy of contractor corrective actions is a local matter in which commanders, Functional Area Chiefs (FACs), Quality Assurance Evaluators (QAEs), and Quality Assurance Representatives (QARs) work through the contracting officer's authority.

- HQ AFMC staff agencies may participate in the review for adequacy of contractor corrective actions. However, they will not direct the contracting office to initiate contractor corrective actions.

4.3. Applicability.

4.3.1. The AFMC IG may conduct CSAIs for any service contracts written by an AFMC contracting activity.

4.3.2. If a non-AFMC contracting activity is responsible for the PWS or SOW, a CSAI may be conducted if allowed by the non-AFMC contracting officer. Applicable FAC or QAR should coordinate with the non-AFMC contracting office before communicating inspection results to the contractor, directing correction, and determining the adequacy of contractor corrective actions.

4.4. Scheduling.

4.4.1. CSAIs are normally conducted in conjunction with ORIs/UCIs. The duration varies with the number of contracts reviewed, but in general will be no longer than the ORI/UCI.

4.4.2. The HQ AFMC/IG will assist AFMC contracting activities in notifying contractors being impacted by inspections.

4.5. Special Logistical and Administrative Support.

4.5.1. For CSAIs, if conducted separate from ORIs/UCIs, support requirements will be determined on an individual basis.

4.5.2. The organization will place pertinent Federal Acquisition Regulations and related supplemental operating procedures in the common work area prior to the IG team arrival.

4.5.3. Upon receipt of the approved list of contracts to be inspected, send the following items for each contract to the IG:

- Two copies of the contract cover page and Section B, Schedule of Supplies or Services and Prices.
- Two copies of the Performance Work Statement/ Statement of Work, including all modifications.
- Two copies of all Quality Assurance Surveillance Plans (QASPs) and contract administration plans.
- A list of the names and telephone numbers of all QAEs, contracting officers, and local company POCs.
- Identification as to type of contract. If contract is award fee, provide copies of all past award fee determinations.
- Location of contractor performance to include identification on a map.
- Copies of all SAV reports, Defense Contracting Management Command and Defense Contract Audit Agency reports, quality assurance deficiency reports, internal reports, Government Accounting Office and Air Force Audit Agency reports, IG reports, and any other information dealing with any contract management issues as applicable.

4.6. Process.

4.6.1. The IG coordinates with HQ AFMC/PK and HQ AFMC/JA on contractual policies and other matters having an impact on the CSAI.

4.6.2. When the IG notifies an organization of an upcoming CSAI, the IG will request a list of O&M funded service contracts, including manpower support services and advisory and assistance services contracts, with values over $100,000.

4.6.3. The CSAI team lead will review the list and, in coordination with HQ AFMC/PK and other appropriate headquarters staff offices, select candidates for inspection. The following factors will be considered:

- The types of services inspected during previous CSAIs.
- Services that have historically needed more than normal attention while under contract.
- Specific areas of interest to the commander or functional staff offices.
- Types and percentage of eligible contracts that have actually been inspected during previous CSAIs.

4.6.4. After selection of candidates, the CSAI team lead will develop an inspection schedule and submit the candidates and schedule to the AFMC IG for formal approval.

4.6.5. The CSAI team lead will forward the approved list and schedule to the organization's project officer. The project officer will provide copies to the contracting officer for distribution to the appropriate QAEs, QARs, and contractors, to avoid unreasonable interruptions of contractor performance.

4.6.6. For each contract to be inspected, the organization must send the documents listed in Paragraph 4.5 to the CSAI team lead.

4.6.7. During the inspection, the QAEs, QARs, and the contracting officer may accompany inspectors.

4.6.8. After the inspection, the IG inspectors will validate any CSAI Findings and conduct the exit briefings.

4.7. Reports.

4.7.1. CSAI results are always documented in a report, and are published separately from all other activity reports.

4.7.2. Report Contents:

- Each contracted function is listed individually under separate tabs. Contractor performance is addressed under the appropriate tab.
- A contractual reference is included with each finding.
- The actual name of the contractor is not referenced in the tab title or the report itself.
- Since the contractor's quality control plan is accepted by the contracting officer, in coordination with the QAE, comments regarding the adequacy of the document may also appear in the Quality Assurance Evaluator Program section of the ORI/UCI report.
- Best Practices are not identified in the CSAI report.

4.7.3. Report Validation:

- The Contracting Officer, FAC, QAE, or QAR shall participate in the validation process to ensure only deviations from contractual requirements are identified as deficiencies.
- In case of PWS or SOW interpretation differences, or matters requiring contracting officer involvement, the contracting officer will be consulted. Validation will not be considered complete until the contracting officer's recommendation is obtained on these matters.
- After identification and initial validation, the QAE or QAR will validate findings and observations with the contractor's project manager. Involvement by the contracting officer is encouraged.

4.7.4. Report Distribution: Limited copies of the report are distributed to the organization's senior leadership and to HQ AFMC staff agencies. Mark, safeguard, and handle CSAI reports as privileged documents with controlled distribution.

4.7.5. Report Release Authority:

- The HQ AFMC Inspector General is the release authority for complete CSAI reports.
- Only the portion of the report relating to the specific contractor will be released to the contractor. No other portion of the report will be released. Contracting officers may release those portions of the CSAI report applying to specific contractors.

- The contracting officer is responsible for distributing the CSAI report to respective contractors and preparing corrective action replies to the report.

- For non-AFMC contracts, the contracting officer will coordinate with the non-AFMC contracting office before communicating CSAI results to the contractor, directing deficiency correction, and determining adequacy of contractor corrective actions.

- CSAI findings, observations, and reports may be disclosed to the contractor through the contracting officer with the explicit understanding such results must be treated as privileged information.

- The contractor's portion of the CSAI report is releasable to the contractor through the contracting officer. The privileged document statement in AFI 90-201, Paragraph 4.4.3. must appear on the released information.

4.7.6. Report Responses:

- Contracting officers must reply to findings as outlined in Paragraph 1.12. The respective FACs, QAEs, or QARs must coordinate on the contracting officer's reply before it is submitted to the IG.

- As a minimum, replies will address the following areas:

- Formal government actions taken by the contracting officer in response to contractor deficiencies identified during the CSAI.

- Corrective actions taken by contractors which are considered adequate.

4.8. Briefings.

4.8.1. Advance Briefing: During the advance visit approximately six weeks prior to the start of the ORI, the IG advance team will brief the purpose, scope, and conduct of the CSAI. The contracting officer, QAE, QAR, and contractor's representatives should attend the briefing.

4.8.2. Entrance Briefings: The CSAI team will brief the contracting officer, QAE, QAR, FAC, and the inspected contractors' project managers at the start of the CSAI. The briefing will cover the purpose, scope, and conduct of the CSAI.

4.8.3. Functional Area Exit Briefings (Optional): As appropriate, a tabletop discussion of significant deficiencies identified during the CSAI will be conducted between the CSAI team and the QAE, QAR, FAC, and respective local contracting officer.

4.8.4. Contractor Exit Briefings (Optional): A CSAI team member will debrief the inspected contractor's project manager. The QAE, QAR, FAC, and respective local Contracting Officer should attend and participate in this briefing if requested by the HQ AFMC/IG.

4.9. Graded Areas and Criteria.

4.9.1. Graded Areas:

- Consistent with the contract SOW or PWS, the IG inspectors may inspect all areas of contractor performance and document any noncompliance.

- The QAE Program, including the Contracting Officer, the QAE, and the FAC are evaluated and rated during ORIs/UCIs.

4.9.2. Criteria:

- The CSAI inspectors will use the contract PWS or the SOW as the inspection guide and the evaluation criteria.

- Each contracted activity (e.g., Transient Alert, Military Family Housing Maintenance) is rated individually using the five level grading criteria.

- Inspection findings and observations will not deviate from the contract PWS or SOW. Validated findings and observations must be directly associated with a contract PWS or SOW reference.

- Ratings less than SATISFACTORY will be coordinated with the appropriate contracting office prior to publication in the report.

Chapter 5

NUCLEAR SURETY INSPECTIONS (NSIS)

5.1. Objective.

5.1.1. Evaluate compliance with required safety, security, and reliability standards for management of nuclear resources.

5.2. Description.

5.2.1. An NSI is a compliance inspection covering all aspects of an organization's management of nuclear resources. An Initial Nuclear Surety Inspection (INSI) evaluates a unit's readiness to assume or resume a nuclear mission or evaluates and certifies new or significantly modified maintenance and storage facilities. A Limited Nuclear Surety Inspection (LNSI) is limited in scope and evaluates specific NSI rating areas applicable to a unit.

5.2.2. The IG will use direct inspections, interviews, and exercises as required to meet inspection objectives. See **Paragraph 5.8** for additional information on exercises.

5.2.3. HQ AFMC/IG inspectors are not certified under the Personnel Reliability Program. Under no circumstance will they form their own Two-Person Team or be used as part of a Two-Person Team.

5.3. Applicability.

5.3.1. NSIs are conducted at:

- AFMC organizations that are preparing for or have been certified for maintenance, transportation, or storage of nuclear weapons.
- AFMC organizations that provide host base support to tenant units who are eligible for NSIs.
- Explosive Ordnance Disposal flights rated E-1 or E-2; units possessing a nuclear contingency mission; and Airborne Nuclear Command Control Units.

5.4. Scheduling.

5.4.1. NSIs are scheduled on an 18-month cycle, or when otherwise determined to be required.

5.4.2. NSIs and INSIs are prior notice inspections. The IG may conduct NSIs, INSIs, or LNSIs simultaneously with other major inspections at a given installation.

5.4.3. Each AFMC unit subject to NSIs will receive a minimum notice LNSI between normally scheduled NSIs. The minimum notice LNSI will evaluate at least one rated area. The area(s) to be evaluated and dates will be coordinated with and approved by HQ AFMC staff agencies on a Trusted Agent basis. Rated areas will be revealed to the unit no earlier than 72 hours prior to the start of the inspection.

5.4.4. HQ AFMC directorates with nuclear management responsibility may request INSIs or LNSIs, by coordinating the request through HQ AFMC/DRW to the IG at least 45 days prior to the desired inspection date. Include the following information:

- The unit and specific areas or systems to be inspected, and the desired inspection dates.
- The reason the INSI or LNSI is necessary.

- Specific system evaluation procedures and READY/NOT READY criteria, for INSIs.

5.5. Coordination with Other Agencies.

5.5.1. AFMC NSI dates are coordinated with all AFMC units subject to NSIs, their host support organizations, the Defense Special Weapons Agency (DSWA), the Air Force Safety Center Directorate of Nuclear Surety (AFSC/SEW), the AMC IG, and the ACC IG. HQ AFMC/IG will transmit an annual NSI Forecast Message to those agencies.

5.5.2. The AFMC and ACC IGs maintain a Letter of Agreement outlining guidance, procedures, and criteria for NSIs at Nellis AFB, and will renew it after each joint NSI. Prior to formally signing the Letter of Agreement, the AFMC IG will coordinate it with HQ AFMC directorates having functional responsibility involving nuclear surety.

5.6. Special Logistical and Administrative Support.

5.6.1. Organizations will provide Large Team Support outlined in Attachment 1 and meet the NSI Special Support Requirements outlined in Attachment 4.

5.7. Reports.

5.7.1. NSI reports are written and distributed in accordance with AFI 90-201.

5.7.2. Observations not relating to the safety, security, or reliability of nuclear weapons or nuclear weapon systems will be identified in a List of Minors. The List of Minors will be provided to senior leaders within the organization, but will not be included in the NSI report.

5.8. Exercises.

5.8.1. The IG will conduct the following exercises during NSIs, and may conduct them during INSIs or LNSIs:

- Prime Nuclear Airlift Force (PNAF), if actual PNAF is not performed (announced).
- Logistics Movement, if actual logistics movement is not performed (announced).
- Weapons Storage Area Commercial Power Outage (announced).
- Weapons Storage Area Fire (unannounced).
- Terrorist Attack/Security Force Response (unannounced).
- Broken Arrow (unannounced).
- Enrollment Center Penetration (898 MUNS only) (unannounced).

5.8.2. Organizations may use exercise simulations where necessary to demonstrate mission capability without requiring the inappropriate use of resources.

- To request IG approval of additional simulations, prepare a letter to the IG in the format shown in Attachment 10, signed by the senior official responsible for the local exercise program. Describe the item to be simulated, the reason the simulation is necessary, and how mission capability will be demonstrated. Send multiple simulations under a single cover letter. Forward requests to the IG no later than 30 days prior to the NSI start date.

- No later than 15 days prior to the inspection, HQ AFMC/IG will approve or disapprove the simulations, and coordinate the decisions with the base and appropriate HQ functional staff.

- Simulations reduce but do not eliminate the cost and complexity of exercises. The use of resources does not justify a simulation; only the inappropriate use of resources does so.

- Final authority on what constitutes inappropriate use rests with the organization commander. If the commander and the IG disagree, the IG will note the issue in the NSI report and describe the impact on the inspection.

- The IG may request demonstration of any simulated item to the extent necessary to test actual capability.

5.8.3. The following exercise ground rules apply during all AFMC NSIs:

- The IG will not evaluate the entire installation's ability to respond to security threats during an NSI. The inspected unit may limit its reaction to any IG security exercises to those actions required in the immediate NSI area, and table-top command and control actions elsewhere.

- All IG vehicles will have an official HQ AFMC placard visible through the front window. No IG vehicle will be taken into the Kirtland Underground Munitions Storage Complex (KUMSC) or driven off hardened surfaces.

- Simulated casualties during the exercise will comply with IG directions, remove their helmets, and sit on the ground. Once hostilities are over, inspectors will direct all casualties to be repositioned in a sheltered area.

- If contamination hazards occur during the Broken Arrow exercise, the removal of head gear, outer shirt, boots, and socks will be demonstrated if the situation dictates. The removal of T-shirts, pants, or other clothing will be simulated.

- If an exercise requires key facilities to be evacuated and evacuation will result in a significant mission impact, the IG will exempt the minimum number of personnel from evacuation. The IG will query exempt personnel on procedural knowledge.

- Exercise participants and IG members must obey normal speed limits and traffic control devices when responding to exercises. Emergency vehicle operators may use flashing lights but not sirens (unless local laws require both during a response on a public highway).

5.9. Graded Areas and Criteria.

5.9.1. The IG will evaluate the Nuclear Surety Inspection Areas listed in AFI 90-201, except for the following areas, which are not applicable to AFMC:

- Nuclear Control Order Procedures.

- Emergency Evacuation, Denial, and Command Disablement.

- Nuclear Weapon Loading and Mating.

- Reentry System Mating in Intercontinental Ballistic Missile Units.

5.9.2. The IG will evaluate two areas that are not listed in AFI 90-201:

- Fire Response Exercise.

- Broken Arrow Exercise.

5.9.3. The IG will rate all areas using the five-tier rating system in AFI 90-201, with the following qualifications:

- During NSIs and LNSIs, the IG will use only SATISFACTORY or UNSATISFACTORY ratings for the following areas:
- Storage Practices.
- Explosives and Active Material Limits.
- During INSIs, the IG will rate the organization as either READY or NOT READY, and will not use the five-tier rating scale.

5.9.4. In addition to the rated areas described above, the IG will consider the six pass-fail criteria areas in Technical Order 11N-25-1 and AFI 90-201. Violation of any pass-fail condition will result in an overall UNSATISFACTORY rating for the entire inspection. The pass-fail criteria are further defined as follows:

- Nuclear Safety: Safety of the nuclear weapon environment. Failure of the inspection will result if a deficiency could cause: explosion, radioactive contamination, unintentional operation of all or part of the weapon arming and fusing system, or physical damage to the weapon in a manner likely to lead to weapon rejection.
- Nuclear Security: Security of the nuclear weapon environment. Failure of the inspection will result if the unit does not provide required security for a weapon, the unit permits close proximity or access to the weapon by unauthorized personnel, or a trend of security deficiencies exists.
- System Reliability: Procedures to ensure a properly assembled weapon system functions as designed. Failure of the inspection will result if a deficiency in technical procedures would probably cause the weapon to not function as designed. System reliability pass-fail criteria does not apply to weapons with a retirement charge code.
- Access Deficiencies: Prevention of close proximity by unqualified or unauthorized personnel. Failure of the inspection will result if a situation occurs resulting in a Two-Person Concept violation.
- Resource Availability: Availability of personnel, equipment, or repair parts. Shortages within the unit's control, which would prevent accomplishment of required nuclear weapon technical functions will cause failure of the inspection.
- Overall Performance: The unit's overall ability to support a nuclear weapons mission in a safe, secure, and reliable manner.

5.9.5. NSI criteria are contained in **Attachment 6**.

Chapter 6

SPECIAL INTEREST ITEM PROGRAM

6.1. Objectives.

6.1.1. The Special Interest Item (SII) program provides command level visibility into the extent, impact, and status of specific known or suspected problems.

6.2. Program Overview.

6.2.1. The Air Force Inspection Agency and the AFMC Commander designate areas or functions requiring particular assessment emphasis as SIIs. SIIs cover limited, specific subjects to be reviewed at all organizations. Air Force and AFMC SIIs are identified by number and have prescribed expiration dates typically 12 months from the date of initiation.

6.2.2. HQ AFMC staff agencies recommend AFMC SIIs through the IG for AFMC Commander approval.

- The AFMC staff OPR, in coordination with the IG and the functional inspection branch OPR, prepares and coordinates a proposed SII draft and any required additional guidance. Obtain the SII format from the IG.

- Once the SII subject is approved, the IG sends the SII, a tasking letter, and any additional guidance to appropriate AFMC organization IGs for implementation, self-inspection, and reporting. The SII tasking letter will identify specific requirements for the organization IGs to follow, including required reporting dates and levels of detail.

6.2.3. The IG conducts Special Interest Item Reviews (SIIRs) using published checklists to verify reported status and identify specific strengths or deficiencies.

6.3. Applicability.

6.3.1. All AFMC organizations are subject to applicable SIIs and to IG reviews of their SII program.

6.4. Scheduling.

6.4.1. SIIRs are normally conducted during ORIs or UCIs, but may be conducted in conjunction with any other IG activity when appropriate.

6.4.2. The duration of an SIIR is specific to the particular SIIs being evaluated. In general, allow one-half day for interviews on each open SII and one additional day for the overall SII process.

6.5. Special Logistical and Administrative Support.

6.5.1. SIIRs are conducted during major IG activities and do not require any further special support.

6.6. Process.

6.6.1. IG members will interview the organization's SII Monitor, the applicable Office of Primary Responsibility (OPR), and Office of Collateral Responsibility (OCR) representatives for each SII.

6.6.2. Areas to be evaluated include the following:

- Compliance with established procedures or directives for each current Air Force and AFMC SII.
- Processes used to distribute SIIs to the functional OPRs, track responses made to the IG, and to verify or ensure compliance.
- Deficiencies identified and corrective actions taken.
- Documentation and reporting of open and closed SIIs.

6.7. Reports.

6.7.1. IG observations on Special Interest Items will be recorded in an addendum to the report of the ORI or other IG activity. The addendum will summarize the SII process and the status of each current SII.

6.7.2. Distribution of the SIIR addendum will be the same as that of the major activity report.

6.8. Ratings.

6.8.1. Each open SII and the overall SII program will be graded using the same three-tier rating system used for Unit Compliance Inspections (see Paragraph **3.8.1.**).

Chapter 7

PERSONAL CONFERENCE PERIODS (PCPS)

7.1. Objective.

7.1.1. Personal Conference Periods provide an opportunity for unit personnel to report Fraud, Waste, and Abuse (FWA) or other alleged wrongs, present complaints, or seek information relating to a command policy or directive. The IG's primary emphasis is on detection and prevention of Fraud, Waste, and Abuse (FWA).

7.2. Notification.

7.2.1. The IG will formally notify field units of upcoming PCPs 45 days in advance, to give the unit ample time to publicize the PCPs. The unit IG will announce the time and place of PCPs in the base newspaper and base bulletin at least four weeks prior and again two weeks prior to the PCPs. Notifications via staff meetings, e-mail, commander's calls, etc. should also be used to ensure widest dissemination. Adapt the sample announcement format in **Attachment 11** to inform unit personnel of the PCPs.

7.3. Scheduling.

7.3.1. During ORIs, UCIs, and NSIs at major AFMC units, a member of the Inquiries and Oversight Division (HQ AFMC/IGQ) will travel with the IG team and conduct the sessions.

7.3.2. PCP sessions are normally scheduled to occur during two consecutive days selected to provide exercise participants the greatest opportunity to attend a PCP session. The IG will ensure sessions are available to all shift workers on their normally scheduled shifts.

7.3.3. During activities at smaller units, PCPs will be held if directed by the AFMC IG. If approved by the AFMC IG, and with sufficient preparation by HQ AFMC/IGQ, the activity team chief or designated representative may conduct the conference periods.

7.3.4. PCPs may be held on a "stand alone" basis for units experiencing a high level of complaints, or as otherwise directed by the AFMC IG.

7.4. Special Logistical and Administrative Support.

7.4.1. Required Workspace: The unit must provide an appropriate area to hold PCP sessions. The location must be accessible to handicapped employees and should not be near key headquarters facilities or other areas that may subject the complainant to perceived intimidation. Do not locate the PCP office in the IG workcenter. Contact HQ AFMC/IGQ to discuss suitability of the proposed PCP site. Required furnishings are as follows:

   • A private office with a desk, three chairs, a Class A phone, current base telephone directory, and a current base key personnel listing.

   • An electrical outlet adjacent to the desk, for the IG-provided laptop computer.

   • A separate, private waiting area with at least three chairs.

7.5. Process.

7.5.1. The IG representative conducting a PCP will ensure complaints or reports of alleged wrongdoing are evaluated ("framed") for entry into IG channels or for appropriate referral to another office or activity. This includes referral to the appropriate HQ AFMC/IG inspection division, as necessary, for review, technical assistance, and resolution under the authority of AFPD 90-3 and AFI 90-301.

7.5.2. The IG representative will make every effort to resolve complaints at the lowest level of command during the evaluation. If the complaint or issue cannot be resolved during the course of the evaluation, and is beyond the authority of the unit IG (or might give the appearance of self-inspection by the unit IG or unit commander), the PCP representative will bring all documents to AFMC headquarters for further evaluation to determine the proper course of action. HQ AFMC/IGQ will advise the complainant and unit IG of the results of that evaluation, the course of action selected, and an estimated completion date (if applicable).

7.5.3. Individuals conducting PCPs do not have the authority to direct investigations under AFI 90-301.

7.5.4. The IG representative conducting the PCP is responsible for helping people state their complaints in writing and ensuring their written statements accurately reflect complainants' concerns. Use AF Form 102, IG Personal and FWA Complaint Registration, to record the complaint.

7.6. Complaint and Disclosure Processing.

7.6.1. OPTION ONE: Relatively simple issues with credible complainants and a clear audit trail may be immediately resolved. (If possible and appropriate, refer selected complaints or FWA disclosures to the appropriate AFMC functional inspector for review and technical assistance in resolving the issue.) The PCP representative will annotate the results on the reverse side of the AF Form 102 and brief the complainant of the results while on site, or later by phone or letter. The AFMC IG will provide an information copy of completed complaint action to the unit IG.

7.6.2. OPTION TWO: More complex issues may be left with the unit IG as a unit action item, when the issues will require remedies that are within the authority of the unit commander and self-investigation (or the appearance thereof) is not involved. The AFMC IG Activity Team Chief, on behalf of the AFMC IG, will issue a tasking memorandum to the unit IG, requesting status and results of any action taken. The appropriate HQ AFMC/IGQ action officer will enter the complaint into the IGQ PARADOX database for tracking.

7.6.3. OPTION THREE: Issues not appropriate for lower-level resolution will be forwarded to HQ AFMC/IGQ for a fact-finding strategy determination. The PCP representative will immediately notify the IG Activity Team Chief, HQ AFMC/IGQ, and the AFMC IG of any such issues. HQ AFMC/IGQ will determine an appropriate course of action and prepare necessary notifications to SAF/IGQ, SAF/IGS, and AFMC/CC. Examples of such issues include:

- Allegations against any AFMC senior official (general officer/SES), colonel, colonel-select, or GS/GM-15, or any other official with a similar level of visibility. Allegations may include "non-IG" issues, such as civilian personnel or EEO matters.

- Allegations against any official who reports directly to the senior AFMC unit commander, or with whom the commander frequently associates socially.

- Allegations concerning significant deficiencies in a major AFMC program, system, or procedure.

7.6.4. Potential fact-finding strategies may include conducting an investigation from HQ AFMC-level; referring the complaint to SAF/IGQ for investigation; or tasking the unit to conduct the investigation, if appropriate (i.e., for selected colonel/colonel-select cases where no potential self-investigation exists).

7.6.5. All complaints against senior officials will be referred to SAF/IGS.

7.7. Reports.

7.7.1. The IG representative will prepare a trip report to the HQ AFMC Inspector General (and AFMC Activity Team Chief), summarizing complaint activity during the PCP sessions, at the conclusion of the PCPs. Data identifying specific complainants will not be used in the report unless authorized by the complainants. The PCP representative will normally provide copies to the unit commander and unit IG during the PCP exit briefing.

7.8. Briefings.

7.8.1. The IG PCP representative will schedule a PCP exit briefing with the unit commander and/or designated representative (usually the unit IG) through the unit IG. The IG PCP representative will summarize complaint activity during the PCP sessions. Data identifying specific complainants will not be used in the discussion unless authorized by the complainants. Those complaints foreseeably actionable within the IG system are addressed IAW Paragraph **7.6.** above. Briefings will be informal and will not normally exceed 30 minutes.

Chapter 8

COMMANDER DIRECTED INSPECTIONS (CDIS)

8.1. Objective.

8.1.1. Meet the AFMC Commander's needs and expectations.

8.1.2. Improve the processes involved in the evaluation.

8.2. Description.

8.2.1. Commander Directed Inspections (CDIs) are organization- or process-specific projects tailored to the needs and expectations of the AFMC Commander.

8.2.2. CDIs are normally compliance oriented.

8.2.3. Since CDI processes and activities are dependent on the specific CDI objective, CDIs will vary greatly.

8.3. Process.

8.3.1. CDIs are initiated by order of the AFMC Commander.

8.3.2. The IG generates a proposed Staff Summary Sheet (SSS) containing the information listed below and forwards the SSS to the AFMC Commander for approval:

- Specific objective.
- Organizations subject to the CDI.
- Duration of the CDI at each organization and in total.
- Specific functions to be inspected.

8.3.3. Once approved by the AFMC Commander, the IG will conduct the CDI in accordance with the approved SSS.

8.3.4. The following issues will be coordinated with the organization:

- Specific process the IG will use.
- The briefings performed by the IG team. Include the briefing content and when the briefings are given.
- Specific information about the report, such as: format, data to be collected, findings process, rating criteria, and response process, final report distribution, etc.
- All logistical and administrative support the organization is expected to provide. Include any special communications or other items the organization must provide such as: data, reports, publications, film development, etc.
- Items the IG team will give the organization, such as: team rosters, schedule of events, etc.
- The key event timeline for the activity, including pre-activity and post-activity events.
- The report validation process.

• The briefings performed by the organization. Include who should give the briefing, the briefing content, and when the briefings are given.

                         MICHAEL L. HEIL,   Col, USAF
                         Inspector General

Attachment 1

LARGE TEAM SUPPORT

A1.1. General.

A1.1.1. Inspected organizations will provide the support outlined in this attachment for ORIs, UCIs, and NSIs at major AFMC installations. This support is needed to facilitate multiple and compressed schedules including reception, inprocessing, and inbriefing. Coordinate with the IG trip planner on any changes in requirements or limitations in the organization's ability to provide the requested support.

A1.1.2. Use this attachment as a starting point for support requirements for other IG activities, and coordinate with the IG trip planner on specific reductions or non-applicable items.

A1.2. Transportation.

A1.2.1. The IG team will travel on military or commercial aircraft directly to the inspected installation or to a nearby airport or base, and return to HQ AFMC the same way. The IG team will coordinate and fund this portion of the travel.

A1.2.2. The inspected organization is responsible for providing transportation from the airfield to the IG workcenter or other appropriate reception point, and for transportation back to the airfield at the completion of the activity.

- Provide buses with sufficient capacity for all IG team members, and a van or enclosed truck to transport IG administrative equipment and files to the workcenter.

- Provide a detail with at least one NCO to transport IG team baggage from the aircraft to the team members' assigned rooms on the day of arrival, and from the lodging office to the aircraft on the day of departure. The detail NCO must coordinate with the organization's project officer and the lodging office to obtain room assignment information prior to the team's arrival.

A1.2.3. The inspected organization is responsible for providing government-owned or government-leased vehicles for IG team use during the activity.

- The IG team typically requires 35 to 40 vehicles for a large center inspection. Coordinate with the IG trip planner on actual requirements for a specific inspection.

- Provide 4-door sedans for the AFMC IG and the IG team chief. Other IG vehicles may be sedans, pickups, or vans.

- Provide local flightline safety briefings and driving orientations as required

- All vehicles must contain a base map annotated with fuel pump locations, a local area map, a phone number to call for vehicle problems, a fuel key, and a statement of the installation's Permissible Operating Distance and any other local operating instructions.

- Ensure IG vehicles are allowed to operate on the flightline and in any controlled areas.

A1.2.4. The IG will provide windshield placards, marked "Official Vehicle, AFMC IG Team" for all IG vehicles.

A1.3. Lodging.

A1.3.1. Provide priority on base lodging in single rooms for all IG team members. Do not displace authorized personnel already residing in transient quarters for the sole purpose of accommodating the IG team.

A1.3.2. Lodge all team members in the same area, to the greatest practical extent. Provide appropriate quarters for IG team colonels and chief master sergeants.

A1.3.3. Upon arrival of the IG advance team, provide room keys in separate packets with each inspector's name and room number listed on the outside of the packet. In each packet, provide a list of every inspector's name, lodging building and room number, and telephone number.

A1.4. Parking.

A1.4.1. Reserve parking spaces for IG team members at the IG workcenter, organization headquarters, and functional areas to be inspected. Do not reserve parking spaces at shopping, dining, or recreational facilities.

A1.5. IG Workcenter.

A1.5.1. Provide space and equipment as required for the following areas. Offices must be under one roof and preferably on the same floor. Provide two sets of keys to all offices.

- One private office for the IG team chief, with two desks or tables, six chairs, one whiteboard with markers, one Class A telephone, a staff directory, and a base telephone book.

- Two private offices for the IG team chief's key staff, equipped as above.

- One main work area, with tables and chairs for 80 people, eight computers, four laser printers, one fax machine, five Class A telephones, five base telephone books, two off-base telephone books, two whiteboards with markers, one dual-sided copying machine with sorting capability, one large capacity shredder, one light table for viewing slides, and coffee-making equipment. (The IG team will provide cups, coffee, sugar and creamer, etc.)

- One administrative office, with workspace and typist chairs for eight people, four computers, three laser printers, one typewriter, one fax machine, two Class A telephones with access to all lines used in the IG workcenter, a staff directory, three base telephone books, an off-base telephone book, one whiteboard with markers, and one dual-sided copying machine with sorting capability. Provide the office supplies identified in Paragraph A1.5.3 and the reference documents identified in Paragraph A1.5.4.

- One private office for the IG Presentation Manager, with two tables, eight chairs, and one computer. Provide four 25-foot multiple outlet extension cords, and two portable projection screens.

A1.5.2. Computer requirements:

- Coordinate with the IG trip planner on specific hardware and software requirements. In general, all computers should have high-speed processors and the most current Microsoft Office software packages.

- Ensure all computers are scanned for and free of all known viruses. Install a current version of the Air Force approved antiviral program with shielding capability on all workcenter computers.
- For the administrative office, include FormFlow with Air Force Forms on all computers; CD-ROM drives; an e-mail guest account, connection to the base LAN, a copy of the current version of Acrobat Reader, and Internet access on at least two of the computers.
- For the main work area, include CD-ROM drives on at least two of the computers and an e-mail guest account, connection to the base LAN, a copy of the current version of Acrobat Reader, and Internet access on four computers.

A1.5.3. Minimum office supply requirements:

- Pens, pencils, highlighters, writing paper, Post-It notes in varying sizes, and Standard Form 63 message pads.
- Six regular and two heavy duty staplers with staple pullers and extra staples.
- Two pencil sharpeners.
- Two each 2- and 3-hole punches.
- Twelve in/out trays.
- Ten 1" thick three-ring binders.
- Four copy holders for word processing personnel.
- Three cases (36 reams) of copier paper.
- One box of laser labels.
- One box of 11x13 brown or kraft envelopes.
- One box of 8-1/2x11 folders.
- One box of accordion folders.
- 500 8-1/2x11 clear plastic 3-ring slide-holder pages.
- Pushpins, paperclips, and medium binder clips.

A1.5.4. Reference documents:

- Alpha roster for both civilian and military personnel.
- Listing of all commanders and first sergeants, by unit, with duty phone numbers.
- Base map.
- One copy of each IG, audit, and staff assistance report from the previous three years, and related follow-up correspondence.
- One copy of the base supplement to AFI 36-2903, Dress and Personal Appearance of Air Force Personnel.

A1.6. Information Management Augmentees.

A1.6.1. Provide one Information Manager NCO (TSgt or MSgt) for the duration of the activity, including overtime and weekends. The individual should be familiar with the base and be authorized to obtain additional office supplies if needed. Specific responsibilities will include:

- Assisting the IG team's workcenter manager with workcenter operations.
- Acting as a liaison between the IG team and the base.
- Receiving and routing telephone calls and forwarding messages.
- Assisting in the preparation of the activity report and theater outbrief, when necessary.

A1.6.2. Provide up to five fully qualified typists (AFSC 3A0X1 or civilian equivalent) for the duration of the activity, including overtime and weekends. Coordinate with HQ AFMC/IGE to determine actual requirements for a given inspection.

A1.6.3. Information Manager NCO and typists who are tasked to provide administrative support must follow the guidelines of trusted agents, as specified in Chapter 1, Paragraph 1.16. of this instruction. Trusted Agents must not divulge any privileged information to anyone within the inspected organization.

A1.7. Communications Requirements.

A1.7.1. Provide two Security Forces radios, capable of transmitting and receiving appropriate frequencies, and a charger. Provide a list of call signs and frequency assignments.

A1.7.2. Provide three cellular phones, spare batteries, and a charger for use by the IG team chief and key staff.

A1.8. Photographic Support.

A1.8.1. Approximately 60 days before the activity, the IG will send the organization's project officer a list of requested digital photos, a suspense date, and mailing instructions. All photos must meet these requirements:

- Photos must be taken with the camera horizontal.
- They must be bright and sharp when projected on the base theater screen.
- They must be current and reflect personnel assigned to the organization during the assessment.
- They should be "action shots," except commander or group photos.
- They must show more than one person unless otherwise specified. If person is in a one-deep position, show them with a customer.
- Photographed personnel must comply with AFI 36-2903 and applicable Office of Safety and Health Administration (OSHA) Standards. Ensure no controlled line or identification badges are visible.
- Label all photos as indicated in the tasking letter. Label each photo with the same number where multiple photos of the same subject are requested.
- Photos must be saved in .jpeg format (resolution: 800x600x8-bit).

A1.9. Executive Inbriefing Support.

A1.9.1. For the executive inbrief, provide a video projector and computer capable of displaying Microsoft PowerPoint slides. Provide a technician familiar with the system for practice sessions.

A1.10. Outbrief Support.

A1.10.1. Appoint one project officer (preferably from the local Comm Squadron) to manage the setup and testing of all equipment outlined in this section. This project officer will contact the IG trip planner not later than 90 days prior to team arrival. The IG trip planner will provide detailed instructions at that time.

A1.10.2. This project officer will reserve the base theater or other appropriate facility for the day of the outbrief and the two days prior and provide the facility keys to the IG trip planner for that period.

A1.10.3. At least three days prior to the outbrief, the project officer will:

- Provide organizational shields in electronic format for all assessed organizations down to the group or two-letter equivalent level. These shields must be Microsoft PowerPoint V4.0 objects and must have the same dark blue or black background. If an organization does not have a shield, use the parent organization's shield with the organization's name in place of parent organization's name
- Set up and test a complete audio system comprised of:
- One podium (with light) with one corded microphone.
- One extra corded microphone.
- One dual cassette deck.
- One compact disc player.
- One amplifier.
- Four speakers (one at each corner of the theater/facility).
- Set up an IG workstation in the location determined by the IG communication support coordinator.

A1.10.4. A second project officer, preferably from the local CES, will set up and test power cords sufficient to provide primary and backup electricity to all outbrief equipment. Setup must meet safety requirements and allow no tripping hazards to exist. Temporary provisions may be required to block sunlight from entering the auditorium.

A1.10.5. A center focal point (from the local IG or protocol, e.g.) will ensure that seating allocations for the outbrief have been coordinated among all center organizations.

A1.11. Report Production and Distribution.

A1.11.1. No later than three days after team arrival, tell the IG workcenter manager exactly how many copies of the IG report will be needed for internal distribution.

A1.11.2. Print (head-to-head), collate, and staple the final IG report, in the number of copies specified by the IG workcenter manager. Use blue 70-weight card stock for the report cover and backing.

A1.11.3. Produce the report immediately upon receipt of the original. The IG will make every effort to have it ready for reproduction during normal duty hours, but the organization should be prepared for after-duty-hours operations. Return the original and all copies to the IG workcenter manager.

A1.11.4. After completion of the outbrief, the IG workcenter manager will release the report for distribution. Organization distributes internal copies; IG distributes external copies.

Attachment 2

ORI SPECIAL SUPPORT REQUIREMENTS

A2.1. General.

A2.1.1. Provide the support outlined in this attachment for ORIs, in addition to the items listed in Attachment 1. Coordinate with the IG trip planner on any changes in requirements or limitations in the organization's ability to provide the requested support.

A2.2. Items to be Mailed to the IG 45 Days in Advance .

A2.2.1. A description of any shortfalls in capability that are not reflected on unit SORTS reports.

A2.2.2. List of installation and unit deployment managers, including name, grade, office symbol, duty phone, and building and room numbers where assembly and processing takes place.

A2.2.3. The base deployment plan, including Logistics Plan (LOGPLAN) and Logistics Force (LOG-FOR) details.

A2.2.4. Installation Security and Resource Protection Plan.

A2.2.5. Civil Engineer Contingency Response Plan.

A2.2.6. Disaster Preparedness Operations Plan.

A2.2.7. Communications C4 Restoral Plan 45, Part II.

A2.2.8. Other local contingency plans or exercise guides.

A2.2.9. Local exercise reports with replies for the past 12 months.

A2.2.10. A list of non-UTC personnel, vehicles, equipment, and materials to be used in Phase II, and a brief explanation of why each is necessary. See Attachment 9 for additional information.

A2.2.11. Two copies of the base grid map. Annotate locations such as key control centers, mobility marshaling and processing areas, and Phase II play areas.

A2.2.12. One copy of utility system drawings for the installation and Phase II play areas.

A2.2.13. Two copies of a map showing the Phase II play areas, at a scale large enough to identify individual facilities. Annotate play area boundaries, functions of all facilities involved in the inspection, and routes to the processing or contamination control areas.

A2.2.14. A prioritized list of all facilities in the Phase II play area, including facility numbers, exercise priorities, using organizations, and descriptions of installed generators.

A2.2.15. A team roster for the deployed civil engineers, showing the names and AFSCs of personnel assigned to each team (i.e., "Mat Team," "DCC," and so on, not "Lead Team" or "Follow Team").

A2.2.16. Names of Trusted Agents in the following areas:

- One representative from each directorate to be rated under Wartime Materiel Support.
- Two assessor-qualified Aircraft Battle Damage Repair (ABDR) Exercise Evaluation Team members.
- One firefighter to assist with scheduling and conducting fire department exercises.

- One electrician to assist with turning off power to exercise areas or facilities.
- One communications-computer systems maintenance technician.
- One Security Force NCO to assist with local coordination of terrorist exercises.
- One Services NCO or senior Services civilian to assist with local coordination of Mortuary Mass Fatality exercises.

A2.2.17. If applicable, send copies of the last five locally-developed ABDR exercise plans, scenarios, damage descriptions, and associated estimated times in commission (ETICs). See Attachment 8, Paragraph A8.3.9.3 for additional information.

A2.2.18. Provide a list of potential material, complete with Civil Engineering job orders, that could be worked on in conjunction with bomb damage repair exercises (CE Core Bases only).

A2.3. Support Required During the Inspection.

A2.3.1. Twenty hand-held radios (HHRs) with chargers and spare batteries preprogrammed with the frequencies listed below. Radios must be available during Phase I and Phase II. These frequencies are reserved for the IG use only:

- 139.775 MHz for simplex operations.
- 140.375 MHz for repeater transmit.
- 143.475 MHz for mobile transmit repeater.

A2.3.2. Five additional HHRs (25 total) with the frequencies listed above, plus medical, fire/crash, civil engineer readiness, and security forces frequencies.

A2.3.3. For installations using trunking systems, the IG will require these 25 HHRs to be programmed for a separate talk group solely for IG use. The same requirements specified in Para A2.3.2 apply.

A2.3.4. The following items are required for the Phase II portion only. Coordinate delivery procedures with the IG trip planner.

- Fifty orange construction cones.
- One M-256A1 Chemical Detector Kit Training Aid.
- Ten M-258A1 Personnel Decontamination Kit Training Aids.
- Forty artillery Hand Grenade Simulators (M116A1-1370-00-752-8124).
- Forty smoke grenades, in any color except white (1330-00-289-xxxx).
- Fifteen Artillery Ground Burst Simulators (1370-00-752-8126).
- Ten to twenty Unexploded Ordnance (UXO) training devices.
- Sandbag bunkers at appropriate locations throughout the play area, to be used as GBS detonation pits.
- If no permanent facility in the play area is available for use as an IG workcenter or staging area, set up a General Purpose (GP) medium tent or equivalent facility with lighting, power outlet plugs, and land-line or field phone connected to the Survival Recovery Center (SRC). Place the following items within the tent:
- Large container of ice water and drinking cups.

- Large plastic garbage bags.
- Six tables with at least six folding chairs each.
- Heaters as appropriate for weather conditions.

A2.3.5. During Phase I, the unit will provide all EOD support needed to inflict explosive damage to ABDR training aircraft. This support should include, but not be limited to, funding for TDY for EOD personnel (if necessary), damage simulators, and personnel qualified to prepare the devices.

A2.3.5.1. Upon arrival, the MPF will produce a roster indicating the AFSCs assigned to the installation. This roster will be sorted by unit indicating: name, CAFSC, duty status, deployment availability codes, date of separation, and total unit strength, authorized and assigned.

A2.3.6. During the ABDR exercises, the unit should provide:

- One IG ABDR team work room, complete with one computer and printer.
- Two personnel (one per 12-hour shift for 24 hr coverage) to serve as MOC during Phase II.
- All necessary AGE (light-alls, LOPACs, heaters, etc.) to conduct 24-hour operations during Phase II exercises.
- Not more than three exercise support personnel per shift (will move and refuel AGE as simulated host base support and act as supply personnel to support ABDR teams).
- Access to TO 1-1H-39, weapon-specific -39 series TOs, and TO 1-1A-8 (as a minimum).

A2.3.7. For the Security Forces function:

- Provide identical items listed in Paragraph A3.3.1. of this document.
- Provide the following to support BDOC and OPFOR operations during Phase II:
- 5 M-16 rifles.
- 5 M-16 blank adapters.
- 5 M-16 MILES transmitters.
- 5 MILES LBE harnesses.
- 5 MILES headsets.
- 15 9-volt batteries.
- 15 M-16 ammunition magazines.
- 1500 rounds of 5.56 blank ammunition.
- 1 tent/other facility to be used as the BDOC set up in/near the exercise play area. Ensure the tent is equipped with the following: scope shield radio, field phone with direct line to SF Sector Command Post, hard line dial capability to main base (emergency contact use) or a cell phone with extra batteries, portable desk and 4 chairs.
- 1 tent for use by OPFOR personnel (place tent inside BDOC, OPFOR erect it).
- 5 Sleeping cots.
- 5 Sleeping bags.

- 12 assorted glow sticks.
- Topographical map of exercise area.
- Additional items such as ammo pouches, web gear, flashlights, etc. if needed.

Attachment 3

UCI SPECIAL SUPPORT REQUIREMENTS

A3.1. General.

A3.1.1. Provide the support outlined in this attachment for UCIs, in addition to the items listed in Attachment 1. Coordinate with the IG trip planner on any changes in requirements or limitations in the organization's ability to provide the requested support.

A3.2. Items to be Mailed in Advance (Upon Notification).

A3.2.1. For all organizations and functional areas, down to the squadron, division, or equivalent three-letter level:

- Organization charts, including office symbols.
- Key personnel listings, including name, grade, office symbol, and phone number, if not identified on the organization charts.
- Mission statements.

A3.2.2. For the organization's IG office:

- A personnel listing, including name, grade, title, phone number, and date assigned to position.
- Copies of source documents for personnel assignments (i.e., letters of appointment, extract from manning document, etc.)
- Copy of the commander's letter authorizing organization IG to serve as appointing authority, if applicable.
- A list of all other local IGs (or IG focal points) on the base (host, subordinate, or tenant organizations). Include full name, grade, organization, and duty phone.
- Copies of all Complaint/FWA Program publicity during the past 12 months (i.e., base bulletin announcements, base newspaper articles, etc.)
- Copies of organization's IG complaint logs showing Complaint and FWA traffic and disposition during the past 12 months. Do not unnecessarily create a listing; legible copies of existing logs are sufficient. Personal identifiers of complainants who have formally requested confidentially may be appropriately redacted.
- Extracts from all Host and Tenant Support Agreements detailing the organization's IG responsibilities.

A3.2.3. For the Security Forces function:

- Installation Security THREATCON procedures from the Installation Security and Resource Protection Plans.

A3.2.4. For the organization's Weight Management Program (WMP):

- The name and phone number of a focal point to help administer the WMP assessment.

A3.3. Support Required During the Assessment:

A3.3.1. For the Security Forces function:

- Provide a private office for the inspectors within the Security Forces squadron. Place the following items within the office:
- Installation Security Council meeting minutes for the past year.
- Resource Protection Executive Committee minutes for the past year.
- Security Manager meeting minutes for the past year.
- Guard mount times and shift schedule.
- Security Forces Duty Officer (SFDO) reports and corrective actions for the past 90 days.
- Desk blotters for the past 90 days. Highlight all visits by organization supervisors, installation commander, etc.
- Approved Request for Deviations, AF Form 116.
- Installation Security Regulation.
- Installation Security Plan (unclassified portion only).
- Installation Resource Protection Plan.
- Security Forces Automated System products (contact Security Police inspector upon arrival for specific products).
- All unit Operating Instructions.
- Unit Manning Document (UMD) and Unit Manpower Position Roster (UMPR).
- Installation Vulnerability Survey.
- Provide the following Security Forces Unit Type Code (UTC) items upon request:
- On-the-Job (OJT) records.
- Designated Operational Capability (DOC) statements.
- Air Force Combat Level (C-Level) data collection sheets.
- Individual mobility folders.
- Country mission folders.

A3.3.2. For the Contracting function:

- Provide a private office for the inspectors within the Contracting facility. Place the following items within the office:
- Federal Acquisition Regulation and supplements (hardcopy or on-line).
- Any local PK OIs and local procedures.
- A status book of the organization's contractual efforts (i.e., status of solicitations and awards over $100,000, list of active contracts, etc.).
- Ratification log.
- Management reviews for the last six months, down to the three-letter level.
- Manning listing, to include phone numbers, building location, and post numbers.
- Contract review checklists.
- Local contracting forms.
- Undefinitized Contract Action listing.

- Audit or inspection agency reports addressing contracting issues for the last three years.

A3.3.3. For the Weight Management Program:

- Set up two private rooms and a large screening area for conducting body fat checks.

- Ensure proper assessment equipment is available (two scales, two measuring tapes, and weight, height, and body fat charts).

- Provide four personnel (two females and two males) to assist in conducting weight, height, and body fat checks. Ensure assistants comply with all WMP requirements.

- When notified by the IG of the individuals to be screened within each unit, relay the notification to the affected units.

A3.3.4. For the Financial Management and Comptroller function:

- Provide a private office within the FM facility for the inspectors.

- Provide a manning roster, to include phone numbers, building location and room numbers.

Attachment 4

NSI SPECIAL SUPPORT REQUIREMENTS

A4.1. General.

A4.1.1. Provide the support outlined in this attachment for NSIs, in addition to the items listed in **Attachment 1**. Coordinate with the IG trip planner on any changes in requirements or limitations in the organization's ability to provide the requested support.

A4.2. Items to be Mailed to the IG 45 Days in Advance.

A4.2.1. List of nuclear-related LIMFACs, simulations, deviations, and technical operation scenarios (including Use Control operations, Explosive Ordnance Disposal operations, and logistics movement) for both the base and Munitions Squadron (MUNS).

A4.2.2. Organization charts and office symbols for the base, down to the squadron level.

A4.2.3. The number of officers, enlisted, and civilians assigned to the base and MUNS.

A4.2.4. Base and MUNS key personnel information including the following: biographical information, full name, rank, position, and date assigned to the position, DSN and commercial phone numbers, and e-mail addresses. As a minimum, include information on the Security Force Commander, MUNS Commander, and the MUNS Depot Manager.

A4.2.5. A list of major commitments six months before and after the scheduled NSI. Include only those events which may have a major impact on the NSI (e.g. major exercises, significant deployments).

A4.2.6. Information regarding any on-going test programs or special projects potentially impacting the NSI.

A4.2.7. List of all Personnel Reliability Program (PRP) certifying officials.

A4.3. Support Required During the Inspection.

A4.3.1. Provide detailed weapon stockpile information to the maintenance inspectors upon IG team arrival. The stockpile information will list quantities by weapon type, modification number, charge code, and location. The IG will use this information to determine the stockpile sample size.

A4.3.2. Provide the following items in the IG workcenter. If not practical to locate in the workcenter, provide an office and phone number where publications are immediately available.

- Nuclear and Munitions related local regulations and operating instructions.
- Prime Nuclear Airlift Force (PNAF) and Logistic Movement support plans.
- DoD 5210.41M, (C) Nuclear Weapons Security Manual (U).
- Technical Order 00-110N-16, Equipment Authorized for Use with Nuclear Weapons.
- Technical Order 11N-25-1, Department of Defense Nuclear Weapons Technical Inspection System.
- HQ AFMC approved LIMFACs.
- Last Broken Arrow exercise report conducted by the base.

- Summary of Nuclear Surety training provided all personnel in the last year.
- Most recent nuclear surety related Staff Assistance Visit (SAV) report.
- Installation Security Plan.
- Installation Vulnerability Survey.
- Security Force Operating Plans and Instructions.
- Blotters for the last 90 days. Highlight all Security Force supervisory post visits. Highlight all base, squadron, and flight level exercises.
- All Permanent, Temporary and Technical security deviations.
- Exchange badge issue roster.
- Copies of interior and exterior sensor test procedures.
- Copies of the sensor records for the past 60 days.
- Civil Engineer Contingency Response Plan.
- Disaster Preparedness Operations Plan.
- Summary of training for firefighters in MUNS area during the last 12 months (names, type training, number of hours).
- Summary of fire prevention training provided MUNS personnel in the last year.
- List of buildings belonging to MUNS as reflected in real property records.
- Host/Tenant Support agreements with summary of changes since last revision.
- Status of construction or repair projects programmed, under design, or under construction for the MUNS.
- Status and completion schedules for open civil engineer work orders and job orders for the MUNS.
- Inspection and maintenance records from the last 18 months, for lightning protection systems, static grounds, hoists, mechanical doors, and other specialized facility support systems.
- Contract and quality assurance documents for any contracted maintenance services for hoists, doors, and other facility support systems.

A4.3.3. Ten hand-held radios (HHRs) with chargers and spare batteries pre-programmed with the frequencies listed below. These frequencies are reserved for the IG use only:

- 139.775 MHz for simplex operations.
- 140.375 MHz for repeater transmit frequency.
- 143.475 MHz for mobile transmit repeater frequency.

A4.3.4. Five additional HHRs (15 total) with the frequencies listed above, plus medical, fire/crash, civil engineer readiness, and security forces frequencies.

A4.3.5. For installations using trunking systems, the IG will require these 15 HHRs to be programmed for a separate talk group solely for IG use. The same requirements specified in Paragraph **A4.3.3.**and **A4.3.4.** apply.

Attachment 5

UNIT COMPLIANCE INSPECTION CRITERIA

A5.1. Area: Command Staff.

A5.1.1. Sub-Area: Safety.

A5.1.1.1. Item: Purpose and Overview.

- Purpose: Evaluate the management, implementation and effectiveness of the Air Force Mishap Prevention Program.

- The Host Safety Office implements the mishap prevention program for all Air Force units on base. Tenants support the base mishap prevention effort and adapt it to their needs. The Host Safety Office is responsible for ensuring effective mishap prevention programs and processes are implemented by all Air Force units on base. Commanders, functional managers, supervisors, and individuals must contribute to the mishap prevention program.

- References: AFI 91-202/204/207/301, AFMAN 91-201

A5.1.1.2. Item: Commanders' Responsibilities.

- Commanders protect national resources, both human and material, and have authority to take actions implementing safety measures.

- Commanders develop and implement safety and health programs that integrate safety policy into all on- and off-duty operations and activities.

A5.1.1.3. Item: Safety Office Responsibilities.

- Help functional managers and commanders determine corrective actions and follow-up.

- Advise commanders and supervisors on safety matters.

- Manage the safety program.

A5.1.1.4. Item: Functional Manager/Supervisor Responsibilities.

- Correct hazards in their areas of responsibility.

- Know the safety standards that apply in their areas.

- Ensure that all work complies with established standards.

- Train employees on safety standards and procedures that apply to the job.

A5.1.1.5. Item: Flight Safety.

•Implement the Air Force Flight Safety Program as outlined in AFI 91-202 Chap 7.

•Review action items from the Air Traffic System Evaluation Program.

A5.1.1.6. Item: Ground Safety.

- Implement the Air Force Ground Safety Program as outlined in AFI 91-202 Chap 8.

- Review action items related to OSH Evaluations.

A5.1.1.7. Item: Systems Safety.

- Implement the Air Force Systems Safety Program as outlined in AFI 91-202 Chap 9.

A5.1.1.8. Item: Weapons Safety.

- Implement the Air Force Weapons Safety Program as outlined in AFI 91-202 Chap 10.
- Review action items related to NSI.

A5.1.2. Sub-Area: Chaplain.

- Unit Ministry (AFMCM 52-1).
- Chaplain Funds (AFI 52-101, Para. 4; IRS Code A, 1, B, VI, 170(f)(8)).
- Training (AFPD 36-22, AFI 36-2201, AFI 52-101 Para 2.1, AFMCM 52-1).
- Planning (AFI 52-101 Para 4; AFMCM 52-1).
- Readiness (AFPD 52-1, Para. 1.4; AFI 52-101, Para. 2; AFH 52-103, AFMCM 52-1).
- Religious Education (AFI 52-101, Para. 1.9 and 1.13; DoDI 1402.5).
- Worship (AFI 52-101, Para. 1.8, 1.12 and 3; DoDI 1402.5)
- AFOSH Standards, OSHA, AF Safety Guidance, AFI 91-201, 91-202, and 91-204, and Technical Orders may apply.

A5.1.3. Sub-Area: Financial Management.

A5.1.3.1. Item: Comptroller/Management Programs.

- Education and Training Process (AFI 36-201).
- Support Agreements (AFI 65-601, Vol. 1, AFI 25-201).
- Federal Managers Financial Integrity Act (FMFIA), (P.L. 97-255) Management Control Program (AFI 65-201).
- Reports of Survey (AFM 23-220).
- Acquisition Professional Development Program (APDP) (P.L. 101-510 Title XII, DoD 5000.22 M, DoDI 5000.52/55).
- Installation Level Audits (AFI 65-403, AFI 65-301).
- AFOSH Standards, OSHA, AF Safety Guidance, AFI 91-201, 91-202, and 91-204, and Technical Orders may apply.
- Non-appropriated Fund Oversight (NAF) Comptroller (AFI 34-201, AFI 65-106, AFI 65-107).

A5.1.3.2. Item: Finance/Financial Services Officer.

- Customer Service (AFI 90-501, DFAS DE 7010.3).
- Quality Assurance Program (AFI 65-201, AFR 170-25, AFI 90-501, AFI 36-2846).
- Operations (DFAS DE 7010.1 R, DFAS-DE 7010.3R and DFAS-DE 7073.1 M).
- Government Travel Card (AFI 65-104).
- Top Dollar (AFI 65-110).
- JOCAS II Usage Information (JOCAS II Manual).

A5.1.3.2.1. Sub Item: Military Pay. (DFAS-DEM 7073-1, DFAS-DEM 177.373 Vol I, AFI 36-3003).

- Administration and Security (DFAS-DEM 7073-1).
- Separation Processing (DFAS-DEM 7073-1).
- Remission Applications (DFAS-DEM 7073-1).
- Dependency Determination (DFAS-DEM 7073-1).
- Entitlement Verification (DFAS-DEM 7073-1).
- Unit Leave Visits (DFAS-DEM 7073-1).
- Pay Record Accessibility (PRA) (DFAS-DEM 7073.1).
- Document Control & Processing (DFAS-DEM 7073.1).
- DD 139 Processing (DFAS-DE 7073.1R).
- Appellate Leave (DFAS-DE 7073.1R).
- Cross Disbursement Payments (DFAS-DE 7073.1R).
- Permanent Change of Station Processing (DFAS-DE 7073.1R).
- Misc. Reports (DFAS-DE 7073.1R).

A5.1.3.2.2. Sub Item: Accounting Liaison. (DFAS-DE 7040.1M, (DFAS-DE 7010.1R, AFM 177-390, AFM 177-370)

- Operations and Computer Systems (DFAS-DE 7040.1M, (DFAS-DE 7010.1R, AFM 177-390, AFM 177-370).
- Document Control (DFAS-DE 7040.1-M, AFM 177-390).
- Funds Control (DFAS-DE 7040.1-M, DFAS-DE 7010.1-R, AFM 177-370).
- Commitments (DFAS-DE 7010.1-R, DFAS-DE 7200.1-R, AFR 177-102).
- Fund Cite Authorizations (AF Forms 616) (DFAS-DE 7040.1-M, DFAS-DE 7010.2-R, DFAS-DE 7010.3-R).
- Military Interdepartmental Request (MIPRs) (DFAS-DE 7010.1-R, DFAS-DE 7010.2-R, DFAS-DE 7040.1-M).
- Obligations (DFAS-DE 7000.4-R, DFAS-DE 7040.1-M, DFAS-DE 7010.2-R).
- Open Document Listing (ODL) Review (DFAS-DE 7040.1-M, AFM 177-30).
- Stock Fund Applications (DFAS-DE 7040.1-M, AFM 177-206, AFM 177-383).
- Reports (DFAS-DE 7040.1-M, AFI 65-603, DFAS-DE 7010.1-R).
- Fiscal Year End Procedures (See DFAS -DE 7040.1-M, Chap 14 for General Instructions).
- Travel Accounting (DFAS-DE 7000.4-R, DFAS-DE 7010.3-R, DFAS-DE 7040.1-M).
- Travel Computation (AFR 177-373, DFAS-DE 7010.1R, JFTR).

A5.1.3.2.3. Sub Item: Paying and Collecting (DoD FMR 7000.14, AFI 31-209, AFM 177-390)

- Disbursing Officer and Cashier (DoD FMC 7000.14, AFI 31-209, AFM 177-390).

A5.1.3.2.4. Sub Item: Civilian Pay (DoD 7000.14-R, DFAS-DE 7040.1-M, AFM 177-172)

- Customer Service Representative (CSR) - (DoD 7000.14-R, DFAS-DE 7040.1-M, AFM 177-372).
- Time and Attendance - (DoD 7000.14-R, DFAS-DE 7040.1-M, and AFM 177-372).
- Interfaces and Reports - (DoD 7000.14-R, DFAS-DE 7040.1-M, and AFM 177-372).

A5.1.3.3. Item: Budget

A5.1.3.3.1. Sub Item: Budget Execution (DoD 7000.14-R Vol III)

- Funding Limitation (AFI 65-601 Vol. I & Vol. 2).
- Funding Distribution (AFI 65-601 Vol. I & Vol. 2).
- Financial Committees (AFI 65-601 Vol. 2).
- Resource Management Training (AFI 65-601 Vol. 2).
- Year-End Closeout Procedures (AFI 65-601 Vol. 2).
- Official Representation Funds (AFI 65-603).
- Test Center/Laboratory Reimbursements (AFMCI 65-602, FMC 65-602).
- General Working Capital Fund (AFI 65-601, DoD 7000.14R).
- Depot Maintenance Activity Group (DMAG) (DoD 7000.14R).
- Supply Management Activity Group (SMAG) (DoD 7000.14R, AFMCI 21-XX).
- Information Services Activity Group (ISAG) (DoD 7000.14R).
- Upward obligation adjustments (AFI 65-601) and SAF/FMB Memo, Guidance for Processing Upward Obligation Adjustments, 22 May 96).

A5.1.3.3.2. Sub-Item: Planning, Programming Budgeting System (PPBS) (DoD 7000.14-R Vol II)

- Financial Policy (AFI 65-601 Vol. 1&2).

A5.1.3.4. Item: Cost (AFPD 65-5).

- Integrated Baseline Reviews (SAF/AQ Policy 94-A-015, 22 Sep 94).

A5.1.3.4.1. Sub-Item: Cost/Cost Analysis.

- Economic Analysis/Comptroller (include MILCON) (AFM 65-506, AFI 65-501, AFI 32-1021, AFMCS 65-506).
- Economic Resource Impact Statement (AFM 65-506).
- Productivity Enhancing Capital Investment (PECI) Program (AFI 38-301, AFI 65-501,AFI 65-502, AFI 65-506).
- A-76 Cost Comparisons (AFI 65-501, AFI 38-203, AFI 65-504, AFMAN 65-506, OMBC A-76, AFP 26-12).
- Inflation (AFI 65-502).

A5.1.3.4.2. Sub-Item: Cost Estimating.

- Program Office Estimate Support (AFPD 65-5, AFMCPD 65-201).

A5.1.4. Sub-Area: Contracting.

A5.1.4.1. Item: General Contracting.

- Pre-Award Process (10 USC 2304, 10 USC 2305a, 10 USC 2461-2469, 40 USC 541-544, 41 USC 253, 15 USC 637, 41 USC 416, 41 USC 351-357, 10 USC 2301, 10 USC 2452, 41 USC 251, 41 USC 264, 10 USC 2377, 10 USC 2306, 31 USC 1341, PL 98-94, PL 103-355, PL 104-106, Federal Acquisition Regulation (FAR) and Supplements thereto).
- Contract Award Process (Federal Acquisition Regulation (FAR) and Supplements thereto).
- Post Award Process (Federal Acquisition Regulation (FAR) and Supplements thereto).
- Contingency Contracting Program (AFFARS Appendix CC).

A5.1.4.2. Item: Operational Contracting.

- All areas cited in **A5.1.4.1.**.
- Quality Assurance Evaluator Program (AFI 63-504).
- International Merchant Purchase Authorization Card (IMPAC) Program (USAF Internal Control Procedures for IMPAC, 28 Apr 97).
- AFOSH Standards, OSHA, AF Safety Guidance, AFI 91-201, 91-202, and 91-204, and Technical Orders may apply.

A5.1.4.3. Item: Systems Program Offices (SPOs), Test Centers, and Labs.

- All areas cited in **A5.1.4.1.**.
- Broad Agency Announcements (10 USC 2302(z); 41 USC 259(h); Federal Acquisition Regulation (FAR) and Supplements thereto).
- Small Business Innovative Research (SBIR) Program (Small Business Innovation Development Act of 1982; DoD SBIR Solicitation Book).
- Assistance Instruments: Grants, Cooperative Agreements, Other Transactions (Federal Grant and Cooperative Agreement Act of 1977; 31 USC 6304; DoD Grant and Agreement Regulations (DoDGARS)).

A5.1.4.4. Item: Air Logistic Centers (ALCs).

- All areas cited in **A5.1.4.1.**.
- Small Business Innovative Research (SBIR) Program (Small Business Innovation Development Act of 1982; DoD SBIR Solicitation Book).
- Acquisition of Replenishment Parts (PL 98-94 and DFARS 217.75).

A5.1.5. Sub-Area: Plans.

- Treaty/arms control compliance plans (Intermediate Range Nuclear Forces Treaty, Strategic Arms Reduction Treaty, Open Skies Treaty, Chemical Weapons Convention and Biological Weapons Convention, AFPD 16-6, AFI 16-601, AFI 10-601, DoDI 5000.2).

A5.1.6. Sub-Area: Staff Judge Advocate.

- Military Justice (UCMJ, AFI 51-201, AFI 51-202).
- Acquisition Law (AFI 51-1101).
- Labor Law (5 USC, Sec 1101-8901; AFIs 36-701, 36-704, 36-1201 and 36-1001).
- Environmental Law (ECAMP Manual, AFI 32-7 Series).
- Preventive Law (AFI 51-201; AFPD 51-5, AFI 51-504) Accident Investigations and Safety Investigations (AFI 51-503 and AFI 91-204).
- Legal Assistance (AFI 51-504).
- Administrative Actions (AFI 36-3208).
- Operations Law and Ethics (AFPD 51-4, AFI 51-401; AFI 51-1101; 5CFR 2638; 5CFR 2634; JER 1-214; JER 11-301; JER 7-200).
- Claims (AFI 51-501, AFI 51-502).

A5.1.7. Sub-Area: Intelligence.

- Intelligence Oversight (Executive Order 12333; DoD Directive 5240.1; DoD Reg 5240.1R; AFI 14-104; AFI 90-201).

A5.1.8. Sub-Area: Medical.

A5.1.8.1. Item: Medical Readiness

- Wartime Reserve Materiel (WRM) asset storage, maintenance and reporting.
- Continuity files/binders (policy letters, budget plan, current WRM stock Status report, OIs and plans to include support agreements, and audit/exercise/inspection reports).
- Spend plan.
- Personnel qualifications to process medical cargo.

A5.1.8.2. Item: Bioenvironmental Engineering

- Hazardous Material emergency planning and response (AFI 48-119, AFI 32-4001).
- Pollution prevention program (AFI 48-119, AFI 32-7080, AFI 63-118).
- Conservation (AFI 48-119, AFI 32-7062, AFI 32-7063, AFI 32-7064, AFI 32-7065, AFI 32-7066).
- Hazardous Material Management Program (AFI 32-7086, AFI 32-7045).
- Biological, Chemical, and Conventional hazards protection (AFI 32-4001, AFI 32-4002).

A5.1.8.3. Item: Health Care Services

- Fitness (AFI 40-501).
- Tobacco deglamorization (AFI 40-102).
- Health promotion (AFI 40-101).
- Put Prevention into Practice (PPIP).
- Preventive Health Assessment (PHA).

A5.1.8.4. Item: Administrative Certification for PRP (AFI 36-2104).

A5.1.9. Sub-Area: Public Affairs.

- Community Relations (AFI 35-201).
- Environmental Community Involvement (AFI 35-202).
- Media Relations (AFI 35-206).
- Base Newspapers and Commercial Enterprise publications (AFI 35-301).
- Crisis Planning, Management and Response (AFI 35-102).

A5.1.10. Sub-Area: Inspector General.

- Allegations of Reprisal (AFI 90-301).
- Allegations Against Senior Officials (AFI 90-301).
- Allegations of Improper Mental Health Referrals (AFI 90-301).
- Allegations of Fraud, Waste, or Abuse (AFI 90-301).
- Protection of IG Records and Complainant Identity (AFI 90-301).
- Self Investigation (AFI 90-301).
- Matters Concerning Conditions of Employment or Reprisal for Civilians (AFI 90-301).
- Follow-up Program (AFI 90-301).
- Inspector General Program Publicity.
- Appointment of Inspector Generals.

A5.2. Area: Product Support.

A5.2.1. Sub-Area: Engineering and Technical Management.

- ALC Product Directorate Support to Aircraft Battle Damage Repair (ABDR) Mission (AFMCI 10-202, Para 6.2.8).
- Technical Order Quality and Useability (AFPD 21-3, AFMCI 21-301, AFMCI 21-302, TO 00-5-1, TO 00-5-2, TO 00-5-3, TO 00-5-15).
- Configuration Management (DoD 5000.2R, AFPD 21-1, AFPD 62-4, AFI 21-101, AFI 21-107, AFMCI 21-126).
- AFOSH Standards, OSHA, AF Safety Guidance, AFI 91-201, 91-202, and 91-204, and Technical Orders may apply.

A5.2.2. Sub-Area: Acquisition Management.

A5.2.2.1. Item: Purpose

- Evaluate compliance with directives and reform initiatives.
- Evaluate processes and training to assure acquisition, sustainment, and reform initiatives are implemented.

A5.2.2.2. Item: References.

- DoD Directive 5000.1 Defense Acquisition.
- DoD Directive 5000.2-R Mandatory Procedures for Major Defense Acquisition Programs and Major Automated Information System Acquisition Programs.

- Federal Acquisition Regulations (FARs), Defense FARs, Air Force FARs, and AFMC FARs.
- Acquisition System (AFPD 63-1, AFI 63-101).
- Integrated Weapon System Management (IWSM) program planning and assessment (AFI 63-107).
- Single Acquisition Management Plans (SAMPs) Policy.
- Single Manager (SM Roles and Responsibilities under IWSM (AFMCPAM 63-3).
- AFOSH Standards, OSHA, AF Safety Guidance, AFI 91-201, 91-202, and 91-204 and Technical Orders may apply.
- HQ AFMC Strategic Plan, Center-level MOAs between SAF/AQ, AFMC/CC, and center commanders policy related to staffing, structure, and operation of center RFP support offices.

A5.2.2.3. Item: Organize.

- Organization supports Single Manager roles and responsibilities.
- Integrated Product and Process Development apparent at all levels.
- Product Support Business Area supports or enhances organizational structure.

A5.2.2.4. Item: Equip

- (Implementation of Acquisition/Sustainment initiatives)
- Acquisition/Business strategy development process.
- Single Acquisition Management Plans (SAMPs) process.
- Performance Based Contracting Procedures.
- Risk Management Plan process.
- Implementation and effectiveness of Integrated Product and Process Development (IPPD).
- Cost as an independent variable (CAIV) implementation.
- Total Cost of Ownership/Life Cycle Cost Initiatives.
- Source Selection improvements (training, streamlining processes, use of past performance information).
- Best Value Contracting.
- FAR Part 12, Acquisition of Commercial Items.
- FAR Part 15.
- Assess center progress towards DoD goal of paperless acquisition process.
- Electronic RFPs and source selection.
- Contractor/Government shared databases.
- Evaluate adequacy of center's development and use of software tools for acquisition and sustainment reform.

A5.2.2.5. Item: Train:

- (Acquisition/Sustainment Initiatives Training)
- Develop/execute training for IPTs and center acquisition personnel.
- Virtual classroom.
- Satellite training.
- Evaluate customer satisfaction metrics and improvement suggestions from training courses (Ref: Lightning Bolt 9 Training Package).

A5.2.2.6. Item: Command Emphasis Items:

- Adequacy of Center Request for Proposal Support Offices (RFPSOs).
- Compliance with Center-Level MOAs.
- Additional items as directed.

A5.2.3. Sub-Area: Combat Logistics Support.

A5.2.3.1. Item: Aircraft Battle Damage Repair (ABDR) Team:

- Qualification and Training (AFI 10-402, AFI 10-202, AFI 36-2232, AFI 36-2238, AFI 32-4001, AFMCI 10-202 Para 4.3.1.1.5).
- Safety Program (AFI 91-201, AFI 91-202, AFMAN 91-201).
- AFOSH Standards, OSHA, AF Safety Guidance, AFI 91-201, 91-202, and 91-204, and Technical Orders may apply.
- SORTS Reporting (AFI 10-201).
- Tool Control and Accountability (AFI 21-107).
- Explosives Safety and Damage Infliction (AFI 91-201, TO 1-1H-39).
- Deployment/Mobility (AFI 10-408, AFI 10-403, AFMCI 10-202 Para 4.4.1.1, AFMCI 10-202 Para 4.3.1.1, AFMCI 10-202 Para 7.1, AFH 10-416).
- Small Arms Training and Weapons Accounts (AFI 31-207, AFI 36-2226, AFMCI 10-202 Para 4.3.1.1.4).
- Ammunition Accounts (AFI 21-203, AFI 21-208, AFCAT 21-209).
- Engineer Qualification Requirements (AFMCI 10-202 Para 6.2.8, AFMCI 10-202 Table 5, HQ AFMC/EN Tasking Letter to ALC/CV).
- Law of Armed Conflict (AFI 51-401, AFMCI 10-202 Table 5).
- Technical Orders (TO 00-5-1, AFMCI 10-202 Para 8.2.4.2).
- Training Aircraft Drained, De-puddled, and Purged (TO 1-1-3, AFMCI 10-202 Para 8.2.3.1).
- Training Aircraft Disposal (DoD 4160.21-M, DoD 4160.21-M-1).

A5.2.3.2. Item: Rapid Area Distribution Support (RADS) Teams

- Qualification and Training (AFI 10-402, AFI 10-202, AFI 10-403, AFI 36-2238, AFOSH STD 127-50, AFI 24-301, AFMAN 24-309, AFMAN 24-307, AFI 32-4001, AFMAN 24-204).
- Safety Program (AFI 91-201, AFI 91-202, AFMAN 91-201).
- SORTS Reporting (AFI 10-201).
- Cargo Pallet Build-up (AFI 10-403, AFMCI 10-202 Table 5).
- Deployment/Mobility (AFI 10-408, AFI 10-403, AFMCI 10-202 Para 4.4.1.1, AFMCI 10-202 Para 4.3.1.1, AFMCI 10-202 Para 7.1, AFH 10-416).
- Small Arms Training and Weapons Accounts (AFI 31-207, AFI 36-2226, AFMCI 10-202 Para 4.3.1.1.4).
- Ammunition Accounts (AFI 21-203, AFI 21-208, AFCAT 21-209).
- Traffic Office Management Publications (DoD 4500.34-R).
- Law of Armed Conflict (AFI 51-401, AFMCI 10-202 Table 5).
- Passenger Movement (AFI 24-101, AFMC SUP 1, DoD 4500.9-R, DTR, VOL 1).
- Freight Traffic (AFI 24-201, DoD 4500.9-R, VOL 2, DTR, Vol 2).
- Training Aircraft Disposal (DoD 4160.21-M, DoD 4160.21-M-1).

A5.2.4. Sub-Area: Depot Maintenance.

A5.2.4.1. Item: General.

- Tool Control and Accountability (AFMCI 21-107).
- Management of Program.
- Inspection and Inventory.
- Lost and Broken Tool Procedures.
- Foreign Object Damage (FOD) Prevention Program (AFMCI 21-122).
- FOD Awareness.
- FOD Prevention.
- Use of Technical Data in Organic Depot Maintenance (AFMCI 21-110, AFMCMAN 21-1).
- Documentation and Reviews.
- Availability and Usage.
- Flight Test (AFMCI 21-119).
- Functional Check Flight (FCF).
- Pre/Post-Flight Inspections.
- Forms documentation.

A5.2.4.2. Item: Depot Maintenance Management (AFMCI 21-129) (Fixer Only).

- DREP Meeting.
- Use of HQ AFMC approved automated systems.
- Key duties and responsibilities.
- Operational Workload Control.

A5.2.4.3. Item: Depot Maintenance Plant Management (AFMCI 21-127).

- Preventive Maintenance.
- Material Control.
- Tool Management.
- Precision Measurement Equipment Laboratory.

A5.2.4.4. Item: Organic Depot Maintenance Quality Assurance (QA) and Production Acceptance Certification (PAC) (AFMCI 21-108).

- Production Acceptance Certification (PAC) responsibilities.
- Organic Depot Maintenance Quality.
- Special Skills Qualification.

A5.2.5. Sub-Area: Science and Technology.

- Technology transition (AFPD 61-1, AFMCI 61-102).
- Technology transfer (AFPD 61-3, AFI 61-301/302/303 and AFMC Supplements).
- Non-domestic technology transfer (AFPD 69-9, AFMCI 16-110, HQ AFMC/ST Policy Letter dated 29 Apr 96, Subject: Supplemental CRDA Process).
- AFOSH Standards, OSHA, AF Safety Guidance, AFI 91-201, 91-202, and 91-204, and Technical Orders may apply.

A5.2.6. Sub-Area: Test and Evaluation.

A5.2.6.1. Item: Test and Evaluation General.

- Test and Evaluation Process (AFPD 99-1).
- Operational Test and Evaluation (AFI 99-102).
- Joint Test and Evaluation (AFI 99-106).
- Developmental Test and Evaluation (AFI 99-101).
- Live Fire Test and Evaluation (AFI 99-105).
- Test Pilot School (AFI 99-107).
- Test Resource Planning (AFI 99-109).
- Test and Evaluation Risk Management (AFMCPD 99-1).
- Test Representatives (AFMCPD 99-2, AFMCI 99-201).

A5.2.6.2. Item: Test and Evaluation Aircraft Maintenance.

A5.2.6.2.1. Sub-Item: General.

- Test/Evaluation Aircraft Maintenance Management Policy (AFMCI 21-119).
- Documentation (T.O. 00-20-1,3,4,5,7; AFCSM 556 Vol 2; AFMC 579, Vol 2).
- Maintenance Support Agreements (AFI 25-201, AFMCI Sup 1).
- Maintenance Training (AFI 36-2232).
- Quality Assurance (QA) Program (AFMCI 21-119).
- Time Change Items (T.O. 00-20-2, 9; AFCSM 566 Vol 2, AFCSM 563, Vol 2).
- Cannibalization Authorization (T.O. 00-20-2).
- Time Compliance Technical Order (TCTO) (T.O. 00-5-15, T.O. 00-20-2,4).
- Tool Control, accountability (AFMCI 21-107).

A5.2.6.2.2. Sub-Item: Aircraft Generation (AFI 21-101, AFMCI 21-119).

- Preventive Maintenance Program (TO 00-20-1).
- Dedicated Crew Chief Program.
- Flying Crew Chief Program (AFI 36-3017).

A5.2.6.2.3. Sub-Item: Component Repair (AFI 21-101, AFMCI 21-119).

- Propulsion Maintenance and Test.
- Avionics Maintenance (TO 00-20-14, 34-1-3).
- Accessory Maintenance.
- Test, Measurement, and Diagnostic Equipment (TMDE) (AFI 21-113, T.O. 00-20-14).

A5.2.6.2.4. Sub-Item: Equipment Maintenance (AFI 21-101, AFMCI 21-119).

- Fabrication and Structural Maintenance (AFI 21-105, General Tech Data 1-1-4, 1-1A-8, 1-1-8, 1-1-691, Special requirements for paint shops).
- Aerospace Ground Equipment Maintenance (T.O. 35-1-3, T.O. 1-1A-15).
- Special Instrumentation Maintenance.
- Armament Maintenance.
- Munitions Maintenance.
- Transient Maintenance/Crash Recovery.
- Equipment inventory, status and utilization (AFI 21-103).
- Product Quality and Deficiency Reports (PQDR) (T.O. 00-35-D-54).
- Use of HQ AFMC-approved automated systems.

A5.2.7. Sub-Area: Information Services.

- DoD financial management regulation (DoD 700.14-R).
- Stock fund operations (DoD 7420.13R).
- Industrial fund operations (DoD 74110.4R).

A5.2.8. Sub-Area: Supply Management.

- Reclamation of USAF Property (AMARC Removals) (AFMCR 65-31).
- Recoverable Consumption Item Requirements System (D041) (AFMCMAN 23-1.
- Management of Items Subject to Repair (MISTR) (AFMC 65-293).
- Excess and Surplus Property (AFMAN 23-110, Vol 3, Part Six).
- Functional Policy and Procedural Support for D035 A/B (AFM 67-1, Vol III, Part 3).
- Functional Policy and Procedural Support for D035 C (AFM 67-1, Vol III, Part 5).
- Management of Awaiting Parts Program (AWP) (AFMAN 23-110, Vol III, Part 2, Chap 6).
- Defense Logistics Agency (DLA) Interface (How well are center parts requirements supported by DLA receiving, issuing, and delivery?).
- Contractor Inventory Redistribution System (CIRS) (AFM67-1 VOL 111, PART ONE Chap 9 Sec G).
- D035K/L Functional Management (AFM 67-1 Vol III Part 2 Chap 1) (Is there effective retail supply support to PDM (MICAP) and to commodities (AWP)?).
- Item Managers responsibilities, (AFM 67-1, Vol III, Part 1, Chap 15).
- Management of Item Management Review Codes (AFM 67-1, Vol III, Part 1, Chap 1).
- Management of Readiness Spares Package (RSP) Program (AFM 67-1, Vol I, Part One, Chap 14).
- Contract Repair Team process (AFMCI 21-113, Chap 5).
- Execution and Prioritization of Repair Support System (EXPRESS).
- D035E Readiness Based Leveling (RBL) (Are IMs working the items flagged by D035E?).
- Use of the approved suite of Lean Logistics Automated Support Systems.
- Standardized DREP organizational alignment, duties and responsibilities (AFMAN 23-XXX).
- Materiel Manager Responsibilities (AFMCI 21-XXX, Chap 3).

A5.2.9. Sub-Area: Bioenvironmental Engineering.

- Pollution Prevention (AFI 48-119, AFI 32-7080).
- Hazardous Materials Management Program (AFI 32-7086).
- Weapon Systems Program Support.

A5.3. Area: Air Base Wing Support.

A5.3.1. Sub-Area: Personnel Management:

- AFOSH Standards, OSHA, AF Safety Guidance, AFI 91-201, 91-202, and 91-204, and Technical Orders may apply.

A5.3.1.1. Item: Military Personnel Management:

- Personnel Systems General Management and Analysis (AFMAN 36-2622).
- MPF Training Program (AFMAN 36-2622).
- Casualty Services Program (AFI 36-3002).

- Enlisted/Officer Promotions (AFI 36-2605 and AFI 36-2501).
- Duty Status Reporting (AFMAN 36-2622).
- Assignment Availability Codes (AFI 36-2110).
- Personnel Reliability Program (AFI 36-2104 and AFMAN 36-2622).
- Readiness (AFI 10-215, AFI 10-403, and AFMAN 36-2622).
- Voting Assistance Program (AFI 90-201, Atch 6, and AFI 36-3107).

A5.3.1.2. Item: Family Support Center:
- Transition Assistance Program (AFI 90-201, Atch 6, and AFI 36-3022).
- Identify, establish, document, and implement a plan supporting members and their families during local/national emergencies, mobilization, deployment, or evacuation (AFI 36-3009).
- Family Readiness Program (AFI 36-3009).

A5.3.1.3. Item: Education and Training.
- Education Services Program (AFI 36-2306).
- Military On the Job Training (OJT) Program (AFR 36-2201).
- Civilian Training Program.

A5.3.1.4. Item: Equal Employment Opportunity Program:
- Assess Discrimination Complaint Program (AFI 36-1201, 29 CFR 1614, EEOC MD-110).
- Evaluate compliance with Discrimination Complaint Processing (AFI 36-1201, 29 CFR 1201, EEOC MD-110).

A5.3.1.5. Item: Social Actions:
- Complaint clarifications (AFI 36-2706).
- Wing/Unit Climate Assessments (AFI 36-2706).
- Equal Opportunity and Treatment Incidents (AFI 36-2706).

A5.3.1.6. Item: Commander's Support Staff:
- Duty Status Reporting (AFMAN 36-2622).
- Family Care (AFI 36-2908).
- Unfavorable Information File (UIF)/Control Roster (CR) Program (AFI 36-2907).
- Weight Management Program (AFI 40-502).

A5.3.2. Sub-Area: Civil Engineering.
- Project programming, approval, and cost estimating (AFI 32-1021, -1022, -1032, and -6002; SABER policy letters).
- Maintenance and accuracy of the real property database (AFPD 32-90, AFI 32-9001/9002/9003/9004/9005, AFI 25-201).
- Disaster response exercises (AFPD 32-40, AFI 32-4001, AFMAN 32-4004, Chap 1).
- Readiness training and reporting (AFI 10-201, AFI 10-210, AFMAN 32-4006, Atch 1).

- Hazardous materials training and reporting (29 CFR 1910.120, 40 CFR, AFI 32-4002).
- Fire protection (DODI 6055.6, AFI 32-2001, National Fire Codes).
- Safety (AFI 91-301, AFI 91-302, AFI 32-1026, AFI 32-1064, AFOSH 127-10).
- AFOSH Standards, OSHA, AF Safety Guidance, AFI 91-201, 91-202, and 91-204, and Technical Orders may apply.
- Explosive Ordnance Disposal (AFI 32-150, AFI 32-3001, AFI 91-201).
- Housing (AFI 32-6001, AFI 32-6003, AFI 32-6004, AFI 32-6005).
- Construction Management (AFMAN 64-108).

A5.3.3. Sub-Area: Transportation.

A5.3.3.1. Item: Transportation Management Function

- Resource Management (AFI 24-301, AFMAN 24-309, AFMAN 24-307).
- Qualifications and Training Programs (AFI 24-301, AFI 10-402, AFMAN 24-309, AFMAN 24 307).
- Quality Assurance Evaluation Program (AFI 24-301, AFMAN 24-309).

A5.3.3.2. Item: Vehicle Operations

- Vehicle Operations Management (AFI 24-301, AFMAN 24-309).
- Vehicle Dispatch Operations (AFI 24-301).
- Fleet Management (AFI 24-301, AFMAN 24-309).
- Vehicle Control Program (AFMAN 24-309).
- Operator Records and Licensing (AFI 24-301, AFMAN 24-306, AFMAN 24-309).
- Registered Equipment Management System (REMS) (AFI 24-301, AFMAN 24-309).
- Railway Equipment (AFMAN 24-309).
- Data Accuracy (AFI 24-301, AFMAN 24-309).

A5.3.3.3. Item: Vehicle Maintenance

- Vehicle Maintenance Management (AFI 24-302, AFMAN 24-307).
- Maintenance Control and Analysis (AFMAN 24-307).
- Materiel Control/Contractor Operated Parts Store (AFMAN 24-307).
- Scheduled and Unscheduled Vehicle Maintenance and Services (AFMAN 24-307).
- Quality of Maintenance (AFMAN 24-307).
- Vehicle Environmental Compliance Program (AFMAN 24-307).
- Vehicle Maintenance Contingency Operations (AFMAN 24-307).
- Data Accuracy (AFI 24-302, AFMAN 24-307).

A5.3.3.4. Item: Traffic Management Office

- Personal Property (DoD 4500.9-R Part IV, AFI 24-501, USAF SUP TO JFTR/JTR).
- Passenger Movement (AFI 24-101, AFMC SUP 1, DoD 4500.9-R, DTR, Part 1, AFJI 24-114).
- Freight Traffic (AFI 24-201, DOD 4500.9-R Part II, DTR Part II, and AFJI 24-114).

A5.3.3.5. Item: Combat Readiness and Resources

- SORTS Reporting (AFI 10-201).
- READY Program (AFI 10-217).
- Support Agreements (AFI 25-201).
- Deployment and UTC Management (DoDR 4500.9R, Part III, AFI 10-403, AFI 10-402).

A5.3.3.6. Item: Acquisition Support (ALCs Only)

- Foreign Military Sales Purchase Requests (AFI 24-202).
- Government Bill of Lading (DoD 4500.9-R).
- Packaging Management (AFMCI 24-201, MIL-STD-2073-1 APPENDIX E, AFMCM 64-104 VOL 4).

A5.3.4. Sub-Area: Services.

- Services programs, use, and eligibility (AFI 34-101).
- Nonappropriated Fund (NAF) facility requirements and programming (AFI 34-105).
- Fitness and Sports Programs (AFI 34-107).
- Club Program (AFI 34-115) and Alcoholic Beverage Program (AFI 34-119 and 219).
- Use of NAF funds, Protecting NAF assets, NAF financial management and accounting (AFI 34-201, -202, and -209).
- Appropriated Fund Food Service Management (AFI 34-401).
- Meal Card Program and Basic Allowance for Subsistence Program Management (AFI 34-402).
- Mortuary Affairs Program and Search and Recovery Team training and Disposition of Personal Property (AFI 34-501 and 502).
- Management of the Base Honor Guard Program (AFI 34-503).
- Lodging Management (AFI 34-601).
- Prime Readiness in Base Services training and reporting (AFI 10-210 and 214).
- AFOSH Standards, OSHA, AF Safety Guidance, AFI 91-201, 91-202, and 91-204, and Technical Orders may apply.

A5.3.5. Sub-Area: Base Supply.

A5.3.5.1. Item: Combat Operations Support (AFMAN 23-110, VII, Part 2)

- Repair Cycle support operations.
- Mission support.
- War readiness.
- Demand processing, research, and records maintenance.

A5.3.5.2. Item: Materiel Storage and Distribution (AFMAN 23-110, VII, Part 2)

- Receiving operations.
- Storage and issue.
- Inspection operations.
- Pickup and delivery.
- Bench stock operations.

A5.3.5.3. Item: Fuels Management (AFMAN 23-110, VII, Part 2, and AFI 23-201)

- Accounting and administration.
- Conducting fuels operations.
- Quality control and inspection.
- Fuel support.
- Cryogenics.

A5.3.5.4. Item: Materiel Management (AFMAN 23-110, VII, Part 2)

- Stock control.
- Mobility.
- Equipment management.
- Retail sales.
- Munitions management.

A5.3.5.5. Item: Policy and Procedures (AFMAN 23-110, VII, Part 2)

- Procedures operations (routine and special surveillances, reject management, Standard Base Supply System changes, Exception Code management, current operating instructions and supplements, Reports of Discrepancy, deployment plans, Difficulty Reports).
- Customer Service and Training.
- Inventory management.
- Document control.
- Analyses.
- Funds management (AFMAN 23-110, VII, Part 2 and Part 10) (Free issues, high dollar value due-ins, obligated due-outs in memo status, war readiness materiel funding).
- Computer operations (AFMAN 23-110, VII, Part 2 and Part 4).
- AFOSH Standards, OSHA, AF Safety Guidance, AFI 91-201, 91-202, and 91-204, and Technical Orders may apply.

A5.3.6. Sub-Area: Force Protection.

A5.3.6.1. Item: Base Survivability

- Base protection plans (AFI 10-1101, AFI 31-101, Vol 1 and AFI 31-209).

- Base vulnerability survey (AFI 10-1101, AFI 31-210).

- Local threat assessment(Anti/counter-terrorism measures, Anti-terrorism training) (AFI 31-101, Vol 1 and 31-209).

- Attack/natural hazard warning (AFI 32-4001).

- Personnel Protection (Emergency actions, security education and motivation to protect Air Force assets) (AFI 31-101, Vol 1 and 31-209).

- Harden facilities(Barrier plans) (AFI 31-210).

A5.3.6.2. Item: Security Force Operations (AFI 31-101, 31-209, 31-401, 31-501, 31-601, 31-701, 31-702, 31-703).

- AFOSH Standards, OSHA, AF Safety Guidance, AFI 91-201, 91-202, and 91-204, and Technical Orders may apply.

A5.3.6.2.1. Sub-Item: Resource Protection.

- Physical Security.

- Access Controls.

- Security Forces (Proficiency and Equipment).

- Security Education and Motivational Programs.

A5.3.6.2.2. Sub-Item: Support Services.

- Military Working Dog.

- Confinement.

- Investigations.

- Programs.

- Weapons maintenance and inspections.

A5.3.6.2.3. Sub-Item: Mobilization.

- Security Forces deployment readiness.

A5.3.7. Sub-Area: Information Management.

A5.3.7.1. Item: Infrastructure Modernization

- C4 system base-level planning and integration (AFI 33-104).

- Requirements (AFI 33-101).

A5.3.7.2. Item: Infrastructure Operations and Maintenance (AFI 21-116, AFI 33-101).

- Communications-computer system maintenance (AFI 21-116, AFI 21-103).

- Land mobile radio (AFI 33-106).

- Accountability (AFI 33-112, AFI 33-101).

- Frequency management (AFI 33-118).

- Official mail management (DoD 4525.8-M/AF Supplement).
- Records management (AFI 37-122, AFI 37-138).
- Privacy Act management (AFI 37-132).
- Freedom of Information Act (AFI 37-131).
- Publications and forms management (AFI 37-161).

A5.3.7.3. Item: General.

- Training (AFI 36-2201, AFI 21-116).
- Safety (AFI 21-116).
- AFOSH Standards, OSHA, AF Safety Guidance, AFI 91-201, 91-202, and 91-204, and Technical Orders may apply.

A5.3.8. Sub-Area: Munitions.

A5.3.8.1. Item: Munitions Inspections

- Qualification Training (AFI 21-201, AFI 21-202, AFMAN 90-201, 2W0X1 AFPT).
- Quality Assurance Program (AFI 21-201).
- Reusable Container Program (AFI 23-110, part 2, chap. 33).

A5.3.8.2. Item: Munitions Storage

- Storage Procedures (AFI 21-201, AFI 31-209, T.O. 11A-1-61-4).
- Movement Control (AFI 21-201).
- Key and Lock procedures (AFI 21-201).

A5.3.8.3. Item: General Munitions Maintenance Procedures

- Training and Qualification (AFI 21-201).
- General Shop Procedures (AFI 21-201, AFOSH Stds).
- Explosives Safety (AFMAN 91-201).
- AFOSH Standards, OSHA, AF Safety Guidance, AFI 91-201, 91-202, and 91-204, and Technical Orders may apply.

A5.3.8.4. Item: Combat Ammunition System Procedures

- Accountability and Responsibilities (AFI 21-202, AFI 23-110, part 2, chap 33).

A5.3.8.5. Item: Deployable Ammunition Operations procedures

- Accountability (AFI 21-203).
- Responsibilities (AFI 21-203).

A5.3.9. Sub-Area: Medical - Bioenvironmental Engineering

- Hazardous Material emergency planning and response (AFI 48-119, AFI 32-4001).

- Pollution Prevention Program (AFI 48-119, AFI 32-7080, AFI 63-118).

- Conservation (AFI 48-119, AFI 32-7062, AFI 32-7063/7064/7065/7066).

- HazMat management program (AFI 32-7086, AFI 32-7045).

- Biological, Chemical, and Conventional hazards protection (AFI 32-4001, AFI 32-4002).

Attachment 6

NSI CRITERIA

A6.1. Program Management;

A6.1.1. Command and Control

- Leadership effectiveness, guidance, and attitude of commanders and key supervisors.
- OPREP-3 reporting process.
- Material Deficiency Reporting/Dull Sword reporting and tracking.
- Documentation management.

A6.1.2. Training and Quality Assurance

- Adequacy and currency of unit level lesson plans and ancillary training.
- Quality Assurance training, qualifications, and certifications.
- Effectiveness of Quality Assurance evaluations and evaluation requirements.
- Disaster Control Group training and qualifications.

A6.1.3. Safety

- AFOSH Standards, OSHA, AF Safety Guidance, AFI 91-201, 91-202, and 91-204, and Technical Orders may apply.

A6.2. Program Administration.

A6.2.1. Publications and Directives.

- Availability and currency of required guidance.
- 11N series Technical Order Distribution Office (TODO). A random List of Effective Pages (A Page) check will be conducted on at least 25% of assigned technical orders.
- AFTO Form 22 reporting and tracking.
- Control and handling of classified plans, manuals, records, reports and components.
- Elimination of waivers, exemptions, deviations, and exceptions.

A6.2.2. Local Plans, Guidance, and Instructions

- Adequacy and currency.Weapon Movement.
- PNAF and SST Support.
- Disaster Preparedness, EOD, and Firefighting.
- Host-Tenant Agreements.

A6.2.3. Munitions Control.

- Plans and scheduling.
- Priority A key and lock control procedures.
- Maintenance management.

A6.3. Nuclear Control Order Procedures. This area does not apply to AFMC.

A6.4. Emergency Evacuation, Denial, And Command Disablement . This area does not apply to AFMC.

A6.5. Technical Operations.

A6.5.1. Ground Rules:

- Inspectors will ask questions in such a manner as not to detract from the technical operation, and will not inject physical problems during an evaluation involving war reserve weapons.

- Inspectors may ask technicians to measure a defect to determine technicians' ability to properly determine defect size.

- Training weapons will be treated as war reserve when used in any evaluation. Any requested simulations must be approved in advance by the inspector.

- Although technical proficiency is the primary concern during these evaluations, individuals are not expected to exceed their normal responsibilities. If a situation is encountered requiring outside assistance (i.e., squadron and base supervisors, safety office, or higher headquarters staff), personnel are expected to seek this assistance.

- Actions to report nuclear systems deficiencies, seek assistance, etc., become an integral part of the technical evaluation. This does not relieve the evaluated team from the requirement to be capable of determining clear cut accept and reject conditions.

- Evaluations will be limited to those operations on which personnel are required to maintain certification. All record actions and reporting normally associated with the operation will be evaluated.

- Quality Assurance personnel are subject to evaluation. To demonstrate their knowledge and proficiency, they will normally be tasked to perform at least one evaluation of a maintenance operation within their area of responsibility.

- Shop supervisors may also be required to demonstrate supervisory knowledge of the weapon system being evaluated.

- Similar operations and weapons systems may be satisfied by observing one task. See Technical Order 11N-25-1, Table 2-7 and HQ AFMC/DRW Maintenance Capability Letter to determine specific tasks to be observed. HQ AFMC/IG will coordinate technical operation scenarios with the unit and AFMC/DRW prior to the inspection. The following types of operations will be evaluated:

- At least one major maintenance operation as tasked by HQ AFMC/DRW Maintenance Capability Letter on each assigned weapon system. Typically a limited life component exchange, disassembly, assembly, etc. Alterations may be evaluated in lieu of limited life component exchange with prior approval from HQ AFMC/DRW.

- At least one minor maintenance operation on each weapon system. Typically, receipt and verification inspection, preparation for shipment, preparation for storage, etc.

- Transfer operations will be evaluated for each weapon type. Typically, in or out of container or bolster, from or to out-of-container or alternate container, etc. Transfer operations may be conducted in conjunction with other technical operations.

- Evaluations will include requiring technicians and supervisors to demonstrate knowledge of the environmental requirements for managing waste generated from maintenance actions.

A6.5.2. Inspected Areas:

- Technician proficiency and technical performance.
- Training, qualifications, and certification records.
- Supervision and management.
- Effectiveness of Quality Assurance evaluator.
- Operation preparation.
- Technical order usage.
- Supply usage and availability.
- Hazardous waste and mixed waste disposal.
- Weapon record entries and status change reporting.
- Compliance with safety requirements for nuclear, explosive, ground, HAZMAT, intrinsic radiation, dosimetry, and related operations.

A6.6. Nuclear Weapon Loading And Mating. This area does not apply to AFMC.

A6.7. Re-Entry System Mating In Intercontinental Ballistic Missile Units . This area does not apply to AFMC.

A6.8. Explosive Ordnance Disposal (EOD).

A6.8.1. General:

- For each tasked weapon system, evaluate the following technical operations: Render Safe Procedures (RSP), Continuation Procedures (CP), and Packing and Shipping.=
- At the discretion of the inspector, evaluation of CP and Packaging and Shipping on similar systems may be used to satisfy the requirement for both systems.

A6.8.2. Functions to Inspect:

- Supervision and management.
- Technical operations.
- Technical data and publications.
- Tools, equipment, and supplies.
- Training, qualifications, and certifications.
- Response and transportation procedures.
- Safety Management.

A6.9. Use Control.

A6.9.1. General:

- Observe one Permissive Action Link All Codes Re-code operation, one Command Disablement System Re-code operation, and one Active Protection System (if applicable).

A6.9.2. Functions to Inspect:

- Supervision and Management.
- Technical operations.
- Tools and Equipment.
- Reliability and proficiency.
- Handling and storage of classified material and equipment.
- Compliance with Verifiable Control Procedures.

A6.10. Tools, Test, and Handling Equipment.

- Supervision and Management.
- Condition and serviceability.
- Inspections, calibrations, proof-loads, certifications, and documentation.
- Real Property Installed Equipment (RPIE).
- Munitions handling vehicles.

A6.11. Storage Practices.

A6.11.1. General:

- This area will be only rated SATISFACTORY or UNSATISFACTORY.
- For active weapons, at least 25% of each weapon type will be given an in-depth inspection. For weapons with a retirement charge code, at least 10% of each weapon type will be given an in-depth inspection. Weapons not inspected in-depth are subject to a cursory safety inspection.
- Weapons will not be disassembled for the inspection; however, access panels and connector covers may be opened if allowed by technical data for routine inspection purposes.
- Units will be prepared to open all storage structures containing weapons.
- Units will provide each stockpile inspection team with a copy of the Location Inventory Listing (LIL) or similar listing. The listings will be used to verify location, part numbers, serial numbers, modifications numbers, status, etc.

A6.11.2. Functions to Inspect:

- Supervision and Management.
- Condition of weapons.
- Condition, storage configuration, and saddlebag inventory of associated H-Gear and components.
- Maintenance and storage record accuracy, based on an inspection of at least 50% of Inspection Record Cards.
- Stockpile reporting.
- Facility housekeeping practices.

A6.12. Condition of Facilities.

A6.12.1. General:

- If continued use of unit-identified substandard facilities, utilities, or movement routes is necessitated because of operational considerations or budget constraints, the situation will be reported as a major deficiency or limiting factor for action by the appropriate major command headquarters.

A6.12.2. Construction Standards, Condition, and Maintenance.

- Storage structures and maintenance facilities.
- Munitions roads and hot cargo pads.
- Vegetation control.
- Emergency power systems (generators and UPS).
- Lightning protection systems.
- Static grounding system.
- Communications systems.
- Security systems (computer system for 898 MUNS).
- Fire protection systems.
- Physical security systems (fences, barriers, hasps, facilities, etc.).
- Utilities.

A6.12.3. Compliance with Facility Requirements.

- Munitions Control.
- Site Security Control Center.
- Command Post.
- Alert Fire Team facility.
- Entry Control Point.

A6.13. Explosives and Active Material Limits.

A6.13.1. General:

- This area will be only rated SATISFACTORY or UNSATISFACTORY.
- An UNSATISFACTORY rating is warranted for compatibility or quantity violations, or failure to take all reasonable actions within unit capability to eliminate waivers.

A6.13.2. Functions to Inspect:

- Compliance with explosive siting and license requirements.
- Compliance with explosive and active material limits during storage, maintenance, and transportation.
- Elimination of explosive waivers and deviations.

A6.14. Security Force Readiness.

A6.14.1. General:

- The overall rating for Security Force Readiness will be no higher than the rating received in Normal Security.
- MUNS personnel performing as security force personnel are subject to evaluation in this rated area.

A6.14.2. Normal Security:

- Supervision and Management
- Identification of and compliance with Permanent, Temporary, and Technical security. Elimination efforts will also be evaluated.
- Categories of deviations.
- Compensatory measures.
- Compilation of deviations.
- Intrusion Detection System documentation and management.
- Physical Security Systems
- Physical security compliance.
- Approved deviations, and compensatory measures.
- Security systems (fences, barriers, hasps, facilities, etc.).
- Alarm systems
- Security systems (computer system for 898 MUNS).
- Capability to prevent unauthorized access or procedures with the computer system (hacking) if warranted.
- Clear zones (including vegetation control and terrain features).
- Emergency power systems (generators and UPS).
- Manhole, gratings, and other non-priority key and lock control process.
- Security Forces communications systems.
- Military Working Dog employment, if applicable.
- Warning signs.
- Lighting checks.
- Entry Control Procedures and Systems
- Automated Entry Control System (AECS).
- Controlled badge system (inventory, control, etc.).
- Authorization lists.
- Exclusion and limited area authentication, entry, and exit procedures.
- Escort procedures.
- Duress systems.
- Pre-notification procedures.

- Package, material, and vehicle control.
- Two Person rule application.
- Key and lock control and use.
- Security personnel performance
- Knowledge of required actions.
- Effectiveness of performance.
- Condition of guard weapons, personal equipment, and communications.
- Emergency security forces and their performance during exercises.
- Competence of security personnel
- Specialized training.
- Training.
- General.
- Security skills.
- Transportation security.
- Security supervisory personnel.
- Security Plans, Instructions, and Procedures
- Physical security plan and instructions.
- Guard orders.
- Standing operating procedures and implementing instructions

A6.14.3. Advanced Readiness:

- THREATCON actions.
- Motor vehicle convoy security.
- Concealment areas/convoy route.
- Condition of guard weapons, personal equipment, and communications.
- Guard orders and knowledge.
- Security force positioning.
- Temporary area entry control procedures.
- Vehicle condition, quantity, communications, spacing, safety, and security considerations.
- Two Person rule application.
- Convoy Briefing.

A6.14.4. Emergencies

- Response Force.
- Backup Force.
- Augmentation Force.
- Reaction Times.

A6.14.5. Communications

- Television Intrusion Detection Systems (TIDS) Maintenance
- Supervision and Management.
- Advanced Entry Control Integrated Intrusion Detection System (AECIIDS) performance (KUMSC only).
- Documentation and management.
- Pre-planned product improvement and replacement program (MAJCOM OPR).
- Sensors/alarms performance.
- Transmission line security.
- Tamper switch performance.
- Adversarial performance.
- Physical protection of cabling.
- Physical protection of terminal/junction boxes.
- Emergency power systems (battery, generators, and UPS).
- Standard Maintenance Practices.
- Systems Configuration Management.
- Programs Management Review.
- IDS Environmental Requirements.
- Communications Systems
- Security for radio data links.
- System Sharing.
- Radio Frequencies (RFs).
- RF link compatibility.

A6.14.6. Systems Integration: (KUMSC Only)

- Supervision and Management.
- Pre-planned product improvement and replacement program (MAJCOM OPR).
- AECIIDS performance review.
- Documentation and management.
- Capability to prevent unauthorized access or procedures with the computer system (hacking) if warranted.
- Systems configuration management.
- Transmission line security.
- Physical protection of cabling.
- Programs management review.

A6.15. Nuclear Surety Program.

A6.15.1. General.

- Check compliance with Air Force and major command directives. Adherence to nuclear surety standards by assigned personnel shall be evaluated as a part of all operations involving maintenance, storage, handling, and security of nuclear weapons.

- Procedural deficiencies shall be charged against the specifically inspected area where the violation was observed.

A6.15.2. Functions to Inspect.

- Supervision and Management.
- Nuclear Surety Program Manager Qualifications.
- Spot and periodic inspections.
- Nuclear surety training programs.
- Intrinsic radiation program.
- Fire Safety and Prevention programs.
- Low Level Radioactive Waste Disposal Program.
- Dosimetry Program.
- Nuclear certification status of vehicle fleet.

A6.16. Nuclear Ordnance Commodity Management (NOCM).

- Supervision and Management.
- Accountability.
- Stock Control.
- Document Control.
- Status reporting.
- Stockpile Emergency Verification procedures.

A6.17. Personnel Reliability Program (PRP).

A6.17.1. General.

- Focus is on the spirit and intent of the program, rather than documentation. This inspection shall consist of reviewing pertinent records and questioning personnel to assure unit compliance with applicable DoD directives as implemented by Air Force and command directives.

- Evaluate records of 35-50% of assigned personnel under PRP. The Team Chief, based on number and nature of discrepancies found, may elect to evaluate additional PRP related records.

A6.17.2. Functions To Inspect:

- Effectiveness of procedures to screen, certify, notify, suspend, and decertify at:
- Hospital.
- Mission Support Squadron/Military Personnel Flight.

- Civilian Personnel Office (for civilians under the PRP).
- Security Police.
- Munitions Squadron.
- Civil Engineering.
- Office of Special Investigations.
- Social Actions.
- Chaplain.
- Documentation
- Medical, Dental, and Mental Health records.
- Personnel records.
- Social Actions and Family Advocacy records.
- Investigative and security clearance documentation.
- Personal Information File (PIF).
- Knowledge and awareness of:
- Unit commanders.
- Certifying officials.
- Unit PRP monitors.
- Individuals.

A6.18. Logistics Movement .

A6.18.1. General.

- This evaluation includes all preparations associated with the breakout and convoy of nuclear resources as well as the receipt of these resources at the intended destination. At least one convoy between the Weapon Storage Area (WSA) and the flight line will be evaluated.

A6.18.2. Functions to Inspect.

- Supervision and Management.
- Weapon Breakout/Storage procedures.
- Weapon handling and tie-down.
- Vehicles and Equipment.
- Effectiveness of local procedures.
- Safety.

A6.19. Prime Nuclear Airlift Force (PNAF) Support.

A6.19.1. General.

- If an actual or training PNAF mission is not available for evaluation, an exercise PNAF mission will be evaluated. For any type of PNAF mission, applicable support and security plans, procedures, and operating instructions will be evaluated.

A6.19.2. Functions to Inspect.

- Supervision and Management.
- Logistics Movement and Convoy.
- Security Support.
- Custody and Accountability.
- Local Procedures.

A6.20. Fire Response Exercise.

- Fire Department actions.]
- Medical personnel actions.
- Emergency entry procedures.
- Fire fighting tactics.
- Evacuation procedures.

A6.21. Broken Arrow Exercise.

- Initial base response actions.
- Contamination control and monitoring procedures.
- OPREP-3 reporting procedures.
- Service Response Force notification procedures.
- Service Response Force transition briefing.

Attachment 7

ORI CRITERIA

A7.1. Major Area: Wartime Materiel Support:

- During Wartime Materiel Support (WMS) inspections, the IG presents materiel support organizations with wartime scenarios that call for an acquisition acceleration, test acceleration, science and technology acceleration, or depot operations acceleration, depending upon the organization under inspection. The organization's response to the WMS scenario is evaluated. In addition, center and wing level command and control of the WMS exercises are evaluated. Scenarios are selected and developed with help from local trusted agents who have insight into center programs. A goal is to develop scenarios with real-world value.

- To begin a WMS exercise, tasked units receive information pertaining to the specific scenarios through simulated message traffic. Once tasking is received, the unit determines any security, safety, or other concerns and organizes response teams to address the specific issues identified.

- The IG will not direct a specific course of action and cannot mandate the obligation of program funds. Units follow whatever process is deemed best to accomplish the mission (may include government or contract agencies inside or outside the unit). IG team members do not necessarily observe all unit activities, but will observe critical decision points in the process. Units must keep IG team members informed of all WMS activities.

- If possible, outside agencies will be included in the exercises. However, communication with off-base agencies may be simulated. In these situations, the IG will receive "transmission" and provide "responses" (e.g. details from the user, field, HQs, etc.). Planning and execution will often continue up to the point of obligation of funds.

A7.1.1. Sub-Area: Acquisition Acceleration: The intent of the Acquisition Acceleration scenario is to exercise the ability of Product Centers, System Program Offices (SPOs), or a combination of SPOs to rapidly field a critical capability, correct a deficiency, accelerate delivery, or improve performance of a given product. Acquisition Acceleration involves two possible scenario types: Accelerated Acquisition and Acquisition Surge. An Accelerated Acquisition is a new program in response to specific wartime requirements. An Acquisition Surge is the acceleration of an on-going program to meet wartime requirements. Both types of Acquisition Acceleration use the same grading criteria (Para **A7.1.4.**).

A7.1.2. Sub-Area: Test Acceleration: Test Acceleration evaluates the ability of a test organization to accelerate the verification and validation of a given product or capability. Test Acceleration involves two possible scenario types: Accelerated Test and Test Surge. An Accelerated Test is a new test program in response to wartime requirements. A Test Surge is the acceleration of an existing test program to meet wartime requirements. Both types of taskings use the grading criteria presented in Para **A7.1.4.**.

A7.1.3. Sub-Area: Science and Technology Acceleration: Science and Technology Acceleration scenarios exercise the ability of the Air Force Research Laboratory to provide short-notice technology support to field a critical capability, correct a deficiency, accelerate delivery, or improve performance of a given product or technology. Technology Acceleration involves two possible scenario types: Accelerated Technology Insertion and Advanced Technology Demonstrator (ATD) Surge. Accelerated Technology Insertion is the insertion of new or existing technology into a new application in

response to wartime requirements. An ATD Surge is the acceleration of an existing program to meet wartime requirements. Both types of Technology Acceleration use the grading criteria presented in Para **A7.1.4.**.

A7.1.4. Sub-Area: Grading Criteria for Acquisition, Test, and Science and Technology Accelerations: (**Note:** Criteria for the evaluation of center-level command and control (C2) of WMS exercises are listed in Paragraph **A7.3.1.4.**. Center-level C2 for WMS is normally rated under the major graded area of Initial Response.)

    A7.1.4.1. Item: Notification:

- Dissemination of tasking message:
- Executed established and tested recall process.
- Notified appropriate persons.
- Initial response:
- Showed appropriate urgency and "effectiveness under fire."
- Followed established procedures (i.e., convened tasking meeting).
- Demonstrated effective communications.
- Security issues (when applicable):
- Used secure communications.
- Used secure conference room for notification meeting.
- Verified clearances.
- Delivered clear threat/situation brief to all key players.

    A7.1.4.2. Item: Planning:

- Efficient and effective teams and resource allocation:
- Considered available sources of expertise.
- Assigned project officers as appropriate.
- Identified fiscal, time, and personnel constraints.
- Identified alternatives; discussed risks; examined possibility for new effort.
- Discussed re-allocation trade-offs.
- Set timelines.
- Focused on objective:
- Defined problem.
- Analyzed/questioned user expectations and requirements.
- Properly established priorities and outside support:
- Identified all organizations that should support tasking.
- Implemented appropriate division of labor.
- Plan Development:
- Addressed intelligence gaps.
- Developed appropriate level of detail.

- Defined final product.
- Established go/no go criteria.
- Established success/exit criteria.
- Other factors:
- Addressed safety and security issues.
- Struck balance between quality and expediency.
- Established adequate and appropriate review process.
- Examined lessons learned.

A7.1.4.3. Item: Execution:

- Management effectiveness:
- Held status meetings with appropriate attendance.
- Ensured requirements, expectations, and products remained clear.
- Achieved consensus on responses/recommendations.
- Followed planned limits (e.g. time, resources, etc.).
- Information management:
- Maintained information flow with appropriate organizations.
- Disseminated new information.
- Maintained quality of input/output data.
- Adherence to plan:
- Followed go/no-go criteria.
- Followed success/exit criteria.
- Coordinated changes.
- Response to results:
- Discussed trade-offs.
- Defined and evaluated alternatives.
- Examined cost/benefit trades.
- Assessed objective accomplishment and efficiency.
- Operational requirements translated into developmental action:
- Followed planned execution.
- Optimized as appropriate.
- Effective and efficient solution:
- Met task objectives without unreasonable cost, schedule, or performance impacts.
- Produced quality products in a timely manner.
- Other Factors:
- Conducted safety review.
- Collected and analyzed lessons learned.

A7.1.4.4. Item: Reporting:

- Reporting of results:
- Presented clear picture of accomplished work.
- Reported and/or briefed appropriate level of detail.
- Developed appropriate conclusions and recommendations.
- Timely feedback to customers:
- Provided continuous updates and final brief to customers.
- Used customer feedback to enhance on-going efforts.
- Quality/adequacy of final results/products:
- Presented detailed, workable final results.
- Produced quality reports and documentation.
- Other factors:
- Demonstrated rapid recovery and readiness for additional tasking.
- Paid attention to reporting security issues.

A7.1.5. Sub-Area: Depot Operations Acceleration: Depot Operations Accelerations assess a depot's capability to ensure rapid and agile logistics support for combat commanders. The IG, working in conjunction with center trusted agents, will develop exercise scenarios to test the items listed below. These scenarios will primarily involve table-top solutions (e.g. exercise messages, briefings, exercise contracting documents) to the problems posed. The IG will not task any real-world production or delivery specifically in support of the ORI. However, the IG will observe and evaluate real-world activities as the opportunities arise.

A7.1.5.1. Item: Aircraft Acceleration/Compression:

- Control, direct, and re-assess required organization resources.
- Establish depot aircraft production levels.
- Execute actions required to initiate and sustain required contingency depot aircraft production.
- Assess requirements and adjustments to organic and contractual actions.
- Resolve aircraft compression/acceleration limiting factors.
- Effective use of HQ AFMC-approved automated data systems for contingency production requirements (such as the Aircraft and Missile Maintenance Production Compression Report).
- Effective regeneration or use of aircraft or aircraft parts in permanent storage.
- Other activities to assist in transition from peacetime to wartime production.

A7.1.5.2. Item: Exchangeables:

- Effective control, direction, and reassessment of required center resources to meet selected contingencies/wartime requirements.
- Assess the repair determination process for all required items (including supporting documentation).

- Resolving limiting factors.
- Demonstrate ability to integrate DREP/EXPRESS and non-DREP/EXPRESS workloads.
- Demonstrate ability to manage asset allocation between DREP/EXPRESS and non-DREP/EXPRESS requirements.
- Accurate and timely status reporting of wartime production.
- Execute required action to provide sustained support to the combat theaters.

A7.1.5.3. Item: Contracting Support:

- Adequacy of contractual provisions for accelerated delivery and/or increased production of materiel and aircraft.
- Proper response to product directorates' requests for support.
- Development and maintenance of data on potential repair sources and associated capabilities which would ensure timely contracting actions.
- Procedures to realign workforce as required to support accelerated delivery or production schedules.
- Resolving GFE limiting factors.

A7.1.5.4. Item: Communications:

- Adequacy, accuracy, and timeliness when disseminating the organization's contingency production information through command and control networks.
- Effective and timely coordination between OPRs on overarching issues which impact more than one weapon system or subsystem.
- Report status of production, initial organic limiting factors and contractor limiting factors to the readiness center.
- Ensure compliance with statutory and regulatory restrictions through appropriate dialog with program offices.
- Prepare reports for SOS centers on repair program status, limiting factors, and get-well dates as applicable.
- Prepare reports on cost reimbursements required to meet increased production.

A7.1.5.5. Item: Acquisition Acceleration at ALCs:

- At ALCs where SPO or SPO functions are located, acquisition acceleration may be tested in accordance with Paragraph **A7.1.4.** criteria.

A7.2. Major Area: Force Protection:

A7.2.1. Sub-Area: Installation Protection Program:

- Coordination and integration of plans, implementing instructions, and checklists to counter terrorist threats.
- Effectiveness of plan implementation.
- Availability and suitability of necessary resources, equipment, personnel and materials.
- Ability of the installation to provide increased security for base and priority resources and support for the Force Protection Program. Security Force functions will be rated separately.

- Effectiveness of intelligence support (from Intelligence, Office of Special Investigations, and Security Forces) to senior leadership.

- Assessment of threat information and application of appropriate THREATCON and selected measures to counter the threat.

- Base populace awareness of current THREATCON and required individual measures.

A7.2.2. Sub-Area: Security Force's Protection Program:

- Knowledge and proficiency of security force personnel, with emphasis on Rules of Engagement (ROE) and Use of Deadly Force.

- Availability of, condition of, and proficiency in communications, weapons, and equipment.

- Availability, condition, and effective use of vehicles and physical security aids (i.e., alarms, lights, fences, etc.), and facilities.

- Location and areas of responsibility for posts.

- Use of personnel to sustain manning of posts.

- Awareness training to base populace.

A7.2.3. Sub-Area: Resource Security:

- Capability of security forces to support associated organizations or assigned aircraft in accordance with applicable security standards and support agreements during generation or increased THREATCONs.

- This item will also be inspected when security forces support a flying organization or participate jointly in an employment type scenario.

- Effectiveness of protection of priority resources such as aircraft parking areas, Wing Operations Center (WOC), etc.

- Capability to establish priority restricted areas for the aircraft parking area and WOC with physical barriers and signs.

- Capability to provide security response to the restricted areas and to directly related non-priority assets.

- Capability of Central Security Control (CSC) to provide positive command and control of the security force. Currency of charts, status boards and checklists.

- Capability of the security forces to detect, report, respond to, and neutralize security problems.

- Effectiveness of proficiency and upgrade training programs.

- Proficiency of security forces supervisors in their assigned positions, to include knowledge of the training programs.

A7.2.4. Sub-Area: Parent Organization Security Awareness:

- This item will be conducted with the coordination of the associate organization commander or, if during a joint or combined ORI, with the parent major command IG Team Chief, and with assistance of the associate organization's security liaison.

- This item will not be rated, but any discrepancies will be brought to the attention of the associate organization commander or the parent major command IG.

- The organization's flight line security awareness program will be assessed throughout the ORI with the assistance of the organization's security liaison.

- This area will also be assessed when a security force organization deploys in support of a flying organization and participates jointly in an employment type scenario.

- Personnel working in restricted areas must wear restricted area badges and challenge those who do not wear them.

- Escorted personnel must remain with the escort and if not, non-security personnel must challenge those who wander from their escort.

- Non-security personnel working in restricted areas must demonstrate the capability to detect and report security incidents.

- Personnel must protect classified information. Materials and operations that could result in disclosure of information, either of real intelligence value or relating to the ORI scenario, must be appropriately protected.

A7.2.5. Sub-Area: Operations Security (OPSEC):

- OPSEC procedures incorporated into plans and followed throughout the exercise.

- Identification and dissemination of the Installation Critical Information (CI) List to the base populace.

- Use of open line and secure line procedures (telephone, cellular, fax).

- Use of radios, pagers, etc. in sensitive/secured areas.

- OPSEC vulnerabilities identified and countermeasures pursued.

- OPSEC vulnerabilities associated with AIS to include internet/LAN handling of CI

A7.2.6. Sub-Area: Contingency Response Exercises:

A7.2.6.1. Item: Force Protection Exercises: Test the installation and security forces ability to defend against and recover from hostile actions and other contingencies that occur on the home station, and continue necessary operations under increased threat conditions.

- Contingency planning for incidents

- Notification and coordination with installation and outside agencies (local, state, federal)

- Installation and security forces command and control

- Response actions to counter and contain threats to the installation

- Follow-on recovery, sustainment operations, and base level support

A7.2.6.2. Item: Fire Protection Exercises. The ability of firefighters to combat fires and rescue personnel will be evaluated using the guidance in this instruction and the accepted standards contained in the National Fire Codes and the International Fire Service Training Association's manuals. The following exercises will be included: Aircrew Extraction Exercises, Aircraft Arresting System Reset Exercises, Live Training Fires, and Structural Fire Exercises. Areas evaluated in all fire protection exercises are listed below:

- Dispatch.

- Safety.

- Personal Protective Equipment (PPE).

- Command and control.
- Fire fighting techniques.
- Rescue.
- Sense of urgency.
- Driver/operator procedures.
- Water supply and re-supply.
- Ventilation.
- Salvage and overhaul.

A7.2.6.2.1. Sub-Item: Aircrew Extraction Exercise:

- Aircraft entry and engine shutdown procedures.
- Positioning of fire vehicles and turrets.
- Compliance with technical orders and pre-fire plans.
- Knowledge of air crew restraining equipment.
- For fighter aircraft, timing beginning when the first rescue member touches the aircraft and starts the climb to the cockpit, and ending when the last aircrew member is lifted to the canopy rails. Satisfactory extraction times are:
- For a single-seat fighter, 90 seconds.
- For 2-seat aircraft, 1 minute and 45 seconds.
- For dead canopy exercises on a single seat aircraft, 2 minutes.
- For dead canopy exercises on 2-seat aircraft, 2 minutes and 15 seconds.
- For medium and large frame aircraft, take an uncharged hose line to the farthest point from the aircraft entry door into the aircraft/cargo area. Demonstrate re-supply and sustained operation.

A7.2.6.2.2. Sub-Item: Aircraft Arresting System Reset Exercises:

Table A7.1. Aircraft Arresting System Reset Exercises.

Aircraft Arresting System Reset Timing	
RATING	**Time (Mins)**
OUTSTANDING	6:30 or less
EXCELLENT	8:30 or less
SATISFACTORY	10:30 or less
MARGINAL	12:30 or less
UNSATISFACTORY	> 12:30

- Air Traffic control procedures for handling emergency aircraft and closing the runway.

- Arresting gear rewind procedures IAW applicable technical directives.

- Timing based on 150 to 250 foot wide runway; add 2 minutes for 300 foot wide runway; add 4 minutes for 500 foot wide runway.

A7.2.6.2.3. Sub-Item: Live Fire Exericses.

- Pre-exercise briefing on the type of aircraft, situation, dissemination of alarm, vehicle response, simulated rescue, proper Aqueous Film Forming Foam (AFFF) application techniques from vehicle turrets and hand lines, on-scene re-supply of water and AFFF, overhaul, wind direction, fuel spillage, emergency withdrawal signals, and use of protective clothing and safety procedures.

- Demonstrated knowledge of vehicle crews in application of AFFF, vehicle positioning, and rescue crew actions.

- Safety in the training area.

- National Fire Protection Association Standard 1403, Standard on Live Fire Training Evolutions as applicable.

A7.2.6.3. Item: Major Accident Response Exercises (MAREs): The IG may test an organization's ability to respond to one or more contingencies that occur on or near the installation. Complex scenarios involving multiple agencies will be evaluated in this section. Simpler exercises that task only a single functional area will be evaluated under the section appropriate for that area.

A7.2.6.3.1. Sub-Item: Command and Control:

- Response process monitoring, control, and flexibility.

- Coordination, problem solving, and time management.

- Visibility over the status of personnel, resources, and actions.

- Appropriate coordination with other installations or non-DoD agencies.

- Effectiveness, completeness, flexibility and implementation of local plans and higher headquarters guidance for emergency response, strategic mission support, and critical CONUS-sustaining missions.

A7.2.6.3.2. Sub-Item: Effectiveness of Response:

- Notification and mobilization procedures.

- Immediate response actions.

- Follow-on recovery or support.

A7.2.6.4. Item: SAFEHAVEN Exercise: The IG may test the installation's ability to receive notification, and support a request for SAFEHAVEN from the Department of Energy or an emergency diversion of a Prime Nuclear Airlift Support aircraft where applicable.

A7.2.6.4.1. Sub-Item: Command and Control:

- Response process monitoring, control, and flexibility.

- Coordination, problem solving, and time management.

- Appropriate coordination with non-DoD agencies.

- Visibility over control of resources, personnel, and actions.
- Effectiveness, completeness, and flexibility of local plans for emergency response and mission support.

A7.2.6.4.2. Sub-Item: Effectiveness of Response:

- Notification and mobilization procedures.
- Immediate response actions of all appropriate organizations.
- Security Support.
- Follow-on support.

A7.2.6.5. Item: Broken Arrow Exercise:

- Tests the installation's ability to respond to a special weapons contingency operation as required.

A7.2.6.5.1. Sub-Item: Command and Control:

- Response process monitoring, control, and flexibility.
- Coordination, problem solving, and time management.
- Appropriate coordination with non-DoD agencies.
- Visibility over control of resources, personnel, and actions.
- Effectiveness, completeness, and flexibility of local plans for emergency response and mission support.

A7.2.6.5.2. Sub-Item: Effectiveness of Response:

- Notification and mobilization procedures.
- Immediate response actions of all appropriate organizations.
- Security Support.
- Follow-on recovery or support.

A7.2.7. Sub-Area: Communications and Information Protection: These exercises will test the unit's ability to ensure the availability, integrity, and confidentiality of information and associated C4 systems. Exercises will evaluate the unit's responses during communications scenarios (radio outages, telephone outages, etc.) and computer scenarios (network outages, online surveys, etc.) as well as information, communications, and computer security scenarios.

A7.2.7.1. Item: Operations and Maintenance:

- Safety.
- Understanding of the entire communications system to fully exploit the full range of backup and redundant features available to minimize service disruption.
- Identification and prioritization of critical processors, computers, networks, servers, and communications systems.
- Ability to continue operations 24 hours a day.
- Proficiency of personnel to appropriately respond to emergency/contingency operations and perform their assigned responsibilities.

- Timeliness of problem resolution and/or appropriateness of solution alternatives and work-arounds.

- Restoral actions including alternate routing of circuits, reconstitution plans, and equipment repairs.

- Reliability of primary and backup communications links and local area networks.

- Availability, use, and control of documentation on computer system specifics, i.e., system parameters, hardware configurations, network connections, software instructions, and user's manuals.

- Alternate data processing and storage site, including location, security classifications, fire prevention equipment, alarm systems, and environmental controls.

- Correct message processing to include proper handling and delivery of classified messages.

- Written procedures for system backup and service restoration.

- Documentation on sources for replacement equipment and parts.

- Availability, use and control of reference publications.

- Proper documentation of maintenance actions.

A7.2.7.2. Item: Information Protection:

- Use of OPSEC principles when discussing sensitive or classified data over wireless communications systems.

- Adherence to security procedures during service restoration.

- Adequate protection afforded information systems and the information IP contained within.

- Understanding of COMSEC/cryptographic procedures to include proper handling and use, equipment operations, and implementation of Emergency Action Plans.

- Adherence to MINIMIZE procedures when in effect.

A7.2.8. Sub-Area: Air Force Office of Special Investigations (AFOSI) Pre-Deployment Planning and Actions:

- AFOSI common core criteria for the pre-deployment inspection phase is outlined in AFOSII 90-201

A7.3. Major Area: Initial Response.

A7.3.1. Sub-Area: Command and Control.

A7.3.1.1. Item: Center and Wing Level Control Centers.

- Effectiveness of leadership, plans, and higher headquarters guidance.

- Coordination, problem solving, and time management.

- Visibility over the status of personnel, resources, and actions.

- Processing and handling of Emergency Action Messages.

- Preparation of required Operational Reports.

- Handling and protection of classified information and Essential Elements of Friendly Information.

A7.3.1.2. Item: Deployment and Unit Control Centers.

- Recall and availability of personnel to accomplish mission as required by the tasking message.
- Deployment process monitoring, control, and flexibility.
- Coordination, problem solving, and time management by Deployment Control Center and Unit Control Center staffs.
- Accuracy and availability of the Deployment Schedule of Events.
- Visibility over the status of personnel, resources, and actions.
- UTC management and consolidation to minimize the number of aircraft or vehicles required to deploy the force.
- Effectiveness of local plans and higher headquarters guidance.
- Timeliness, accuracy, and classification of reported SORTS data.
- Handling and protection of classified information and Essential Elements of Friendly Information.

A7.3.1.3. Item: Support Briefings.

- Currency, accuracy, and usefulness of briefings from Intelligence, Weather, or other required areas.

A7.3.1.4. Item: WMS Command and Control:

- Command:Established proper center priorities.
- Identified all projects/units that could execute and support tasking.
- Selected best candidates for acceleration or surge.
- Demonstrated effective leadership to communicate and control task execution.
- Control:
- Managed (top-level) development and execution of taskings.
- Coordinated and problem-solved with internal and external organizations.
- Achieved visibility over the status of units, personnel, resources, limiting factors, actions, etc.
- Managed classified information.
- Implemented higher headquarters contingency instructions.

A7.3.2. Sub-Area: Deployment

A7.3.2.1. Item: Suitability for Movement

A7.3.2.1.1. Sub-Item: Load Safety

- Cargo Restraint.
- Hazardous cargo preparation, compatibility, documentation, and certification.
- Explosives handling procedures.

- Flight line safety precautions (FOD checks, wheel chocks, etc.).
- Vehicle condition and appropriate placarding.
- Vehicle and Materiel Handling Equipment operation, operator qualifications, and use of required protective gear.
- Load planning within the constraints of selected mode of transportation.
- Night operations procedures (if applicable).
- Adherence to established safety standards.

A7.3.2.1.2. Sub-Item: Unit Material Selection and Preparation:

- General:
- Correct identification, availability, and serviceability of equipment to fill the logistics detail requirements of the UTC.
- Proper identification, packing, marking, and documenting of all general, hazardous, sensitive, and classified cargo per MILSTAMP and international requirements.
- Accurate increment identification markings as specified in higher headquarters and local guidance.
- Recognition, analysis, and resolution of resource shortfalls.
- Mobility Bags:
- Configuration and marshaling of mobility bags in response to a deployment tasking.
- Serviceability and sufficiency of mobility bag assets, regardless of method of storage. If assets are not available, demonstration of appropriate procedures to fill shortfalls.
- Shipment of mobility bags for all personnel tasked to deploy, regardless of method of storage or issue.
- Provision of required "C-1 mini bag" Chemical Warfare Defense Equipment (CWDE) to all deploying personnel.
- Weapons:
- Configuration and marshaling of weapons.
- Packaging of weapons for deployment.
- Cleanliness and serviceability of deployed weapons, and availability of weapons support kits.
- Availability and accuracy of weapon serial number listings for each container subject to deployment.
- Procedures to issue weapons and ammunition.

A7.3.2.1.3. Sub-Item: Unit Personnel Selection and Preparation

- Eligibility and availability of deploying personnel.
- Accuracy and timeliness of personnel listings.
- Recognition, analysis, and resolution of resource shortfalls.
- Provision of required individual equipment.

- Currency and effectiveness of required training for troop commanders, couriers, custodians, and all deploying personnel.
- Compliance with provisions of AFI 10-215, Personnel Support For Contingency Operations (PERSCO); AFI 10-403, Deployment Planning; and AFI 10-201, Status of Resources and Training System.

A7.3.2.2. Item: Deployment Management.

A7.3.2.2.1. Sub Item: Equipment Management:

- Accuracy and timeliness of cargo documentation and transfer actions.
- Recognition, analysis, and resolution of resource shortfalls.
- Training, appointment, and briefing of couriers and custodians prior to deployment.
- Accountability of deployed equipment and mobility bags.
- Security and accountability of deployed weapons.

A7.3.2.2.2. Sub-Item: Personnel Management.

- Accuracy and timeliness of all products (e.g. personnel documentation).
- Recognition, analysis, and resolution of resource shortfalls.
- Preparation and authentication of Contingency, Exercise, and Mobility (CEM) orders.
- Preparation of emergency data cards, identification cards, Geneva convention cards, and dog tags as required.
- Accountability of deploying personnel from the time they arrive at the deployment processing organization until they depart home station.
- Updating of TDY deployment data in the Personnel Data System (PDS) and departure confirmation in MANPER-B.
- Provision of Personnel Accountability Kits (PAKs) to troop commanders or team chiefs.

A7.3.2.2.3. Sub-Item: Medical Support.

- Pre-deployment medical/dental record screening.
- Determination of immunization requirements for deploying personnel.
- Administration of immunizations.
- Qualification and training of medical support personnel.
- Emergency procedures.
- Operating instructions and checklists.
- Provision of AF Form 1480, Summary of Care, for deploying personnel.
- Provision of Standard Form 88, Report of Medical Examination, and AF Form 1042, Medical Recommendation for Flying or Special Operational Duty, for applicable deploying personnel.
- Medical Intelligence briefings, specific medical and personnel risks, and individual countermeasures.

- Ability to issue chemical warfare antidotes and ensure that deploying personnel are aware of proper procedures for the use of antidotes.

A7.3.2.2.4. Sub-Item: MANPER-B Operations/Reports Management

- Timeliness and accuracy of all products

- System configuration to include correct and current database files and Air Force MANPER-B Configuration Management Board authorized software.

- Management of the following, in coordination with the Manpower Office:

- Manpower Force Element Listing (MANFOR), Manpower Data Extract (MDX), Plans and Mobility Files, and Unit Mobility Tasking (UMT) file (PRC will perform when local manpower office is not available).

- Personnel Resource File (PRF) and Routing Indicator Table.

- Effectiveness of accountability, outage, and virus reporting procedures.

- Management of MPF MANPER-B systems, including establishing a MANPER-B Automated Data Processing Equipment (ADPE) account with the communications organization, maintaining a current risk analysis and inventory MANPER-B system, and maintaining these systems in a mission ready status.

- Timeliness and accuracy of all products.

- Ability to run standard reports and to develop, edit and print locally defined reports (single and related databases).

- Transmission of required PERSCO Status Reports.

- Update of TDY deployment data into the Personnel Data System (PDS) and update of personnel information from PDS to MANPER-B.

- Projection of mini-records, confirmation of departure, and completion of TDY.

- Processing and management of incoming and outgoing AUTODIN messages (only when a local Manpower Office is not available).

- Coordination of communication requirements.

- Preparation of message reports when AUTODIN or MANPER-B is not available.

- Effectiveness of system management procedures, including backup, virus detection and reporting, diagnostics and preventive maintenance, system outage reporting and correction, and requesting replacement components.

A7.3.2.2.5. Sub-Item: Family Care Plans

- Accuracy and timeliness of family care documentation

- Individual training and re-certification procedures

- Certification of workability of plans

A7.3.2.3. Item: Departure Timing:

- Prioritization of UTCs and increments, use of support transportation, and handling of classified/sensitive cargo (including weapons and ammunition) are factored into the overall grade for Departure Timing.

- Percentage of chalks meeting scheduled loading times for actual or simulated support transportation according to the published Deployment Schedule of Events (DSOE), as follows:

Table A7.2. Departure Timing.

Departure Timing	
OUTSTANDING	95% to 100%
EXCELLENT	88% to 94.9%
SATISFACTORY	80% to 87.9%
MARGINAL	70% to 79.9%
UNSATISFACTORY	69.9% and less

A7.3.2.3.1. Sub-Item: Support Airlift/Support Airlift (Simulated).

- The items listed below will be assessed at cargo load start time per the DSOE:

- All cargo and equipment sequenced IAW the aircraft load plan. Weapons, munitions, narcotics, and classified cargo may be located in a separate sensitive holding area.

- Load plan must have actual weights, (except for baggage and passenger totals).

- Load team to include required MHE.

- All required documentation, including cargo manifest, Shipper's Declaration For Dangerous Goods Forms, DD Form 1387-2s (if used), cargo waivers, DD Form 2133 (if used), etc.

- Documentation errors identified during this review should not preclude cargo from being accepted for loading, unless these errors jeopardize load safety or alter aircraft cargo load sequencing. Documentation errors must be corrected prior to aircraft departure.

- The aircraft center of balance station will be computed based on a planned passenger count.

- All passengers must be available at passenger load start time with final copies of the passenger manifest and the "final" aircraft load plan. Use actual or interrogated weights for baggage and passenger travel by both CRAF and military aircraft.

- Note: The above criteria will also apply to Joint Airborne Air Transportability Training (JA/ATT) static loader missions. However, all cargo, equipment, and passengers (to include baggage) must be loaded, and final documentation must be available NLT 20 minutes prior to aircraft departure time.

A7.3.2.3.2. Sub-Item: Ground Movement/Ground Movement (Simulated)

- When organizations mobilize and deploy via ground operations (normally commercial trucking), the organization will schedule all actions and request support transportation to meet available to load date at Point of Embarkation (POE).

- The items listed below must be available at cargo load start time per the organization's DSOE:

- Load plan.

- Cargo manifest.
- Deployment Assistance Package (e.g. maps, routes, DD Form 626 (if applicable)).
- Load team personnel to include required MHE.
- Required blocking and bracing material.
- All required documentation (e.g. truck manifest, Government Bills of Lading (GBLs), Commercial Bills of Lading (CBLs), standing routing orders (SROs)).
- All passengers must be available at passenger load start time with a PAX manifest.

A7.3.3. Sub-Area: STAMP/STRAPP (Standard Munitions Pallet Package/Standard Racks, Adapters, and Pylons Package): The munitions unit will be evaluated on its ability to breakout, buildup, and deliver tasked munitions to meet operational tasking IAW unit plans. Adequacy of munitions plans, deployment planning, technical data, tools/equipment, buildup training programs, and management and control procedures will be included in this evaluation. Sound safety practices must be enforced during all operations. All operations must conform with established site or waived explosives limits, and will be exercised over a sustained period beginning on day one of conventional operations.

A7.3.3.1. Item: Command and Control.

A7.3.3.1.1. Sub-Item: Munitions Supervision:

- Evaluate effectiveness of leadership, planning, and implementation of higher headquarters guidance.
- Evaluate effectiveness of Quality Assurance and munitions training programs.

A7.3.3.1.2. Sub-Item: Munitions Control:

- Evaluate effective control of munitions personnel and operations.
- Evaluate tracking of status of vehicles and progress of munitions taskings.
- Evaluate and determine effectiveness of communications between munitions personnel, Munitions Control, Maintenance Supervision, and appropriate base agencies during contingencies.

A7.3.3.2. Item: Munitions Handling:

- Evaluate their capability to breakout and deliver munitions components to buildup locations in sufficient quantities to meet buildup schedules.

A7.3.3.2.1. Sub-Item: Munitions Buildup:

- Evaluate their capability to assemble/prepare tasked munitions IAW unit OPlans.

A7.3.3.2.2. Sub-Item: Munitions Delivery:

- Evaluate their capability to deliver the appropriate munitions in sufficient quantities to meet exercise scenario requirements. Munitions delivery will be demonstrated by the movement of trailers/delivery vehicles to the hot pad or designated staging area and returning them to the trailer loading/storage location when considered empty.

A7.3.3.3. Item: Munitions Supply:

- Munitions supply activities will be evaluated on their ability to submit a status report IAW AFI 21-206 during contingencies to account for decreases in STAMP/STRAPP package availability.

A7.3.3.3.1. Sub-Item: WRM Munitions Accountability

- WRM details established according to directives and quantities loaded according to Wartime Consumable Distribution Objectives (WCDO) document.
- WRM detail quantities inventoried and date of last inventory updated semiannually.

A7.3.3.3.2. Sub-Item: Wartime Reporting:

- Unit OPlans, AFI 21-202, AFI 21-203, AFI 21-208, AFI 25-101 and AFM 10-206 (as applicable) on hand and current. Applicable OPlans must also be reviewed at least quarterly.
- Knowledge of reports required by higher headquarters (Items of Special Interest Report (ISIR), RCS: HAF-LGS(D)7109, LIMFACs, LOGSTAT, etc.).
- All munitions control personnel trained in wartime reporting.

A7.3.3.3.3. Sub-Item: Pre-direct Reception and Outload:

- Ensure munitions operations responsibilities are included in the units local OI for established predirect munitions.
- Ensure munitions operations responsibilities are included in the collocated operating base or main operating base (MOB) reception plan.
- All AFK personnel trained in manual accounting procedures.

A7.4. Major Area: Deployed Operations.

A7.4.1. Sub-Area: Ability to Survive and Operate (ATSO)

A7.4.1.1. Item: Survival Recovery Center: (If the air base wing or support group has deployable UTC taskings for senior leaders, or uses non-UTC personnel acting as host nation support, this area will be rated.)

- Collection, display, analysis, and dissemination of information essential to ATSO.
- Effectiveness of actions taken based upon analysis of information.
- Support to and coordination with the Wing Operations Center (WOC).
- Prioritization of response actions.
- Direction to and coordination with subordinate organization control centers.
- Effectiveness and redundancy of local alarm system under attack situations.
- Coordinated self-defense measures for support forces (e.g. procedures to identify friend/ foe, rules of engagement, and methods to report hostile actions).

A7.4.1.2. Item: Self-Aid and Buddy Care (SABC):

- Initiation of search and rescue efforts for casualties.
- Skill, timeliness, and resourcefulness while performing SABC.
- Provision of emergency care to all casualties.
- Placing of protective masks on casualties, if indicated.
- Administration of simulated CW antidotes, if indicated.
- Prevention of additional injuries to casualties.

- Transportation of casualties to CCPs.

A7.4.1.3. Item: Passive Defense Measures:

- Effectiveness of camouflage, concealment, and deception plans and actions taken to reduce the likelihood of attack against high-value resources.

- Effectiveness of dispersal plans and actions taken to reduce the severity of damage from individual attacks.

- Effectiveness of hardening plans and actions taken to increase the survivability of resources which are attacked.

A7.4.1.4. Item: Passive Defense Response:

- Reaction to alarm signals and to the presence of conventional or NBC hazards.

- Performance of wartime tasks while wearing conventional and NBC protective equipment.

- Identification, marking, and reporting of UXO.

- Assessment and reporting of fires, damages, and casualties.

- Proficiency in detecting and reporting the presence and characteristics of chemical agents.

- Contamination avoidance.

- Decontamination of areas, facilities, aircraft, vehicles, munitions, or personnel.

- Availability, adequacy, and use of plans, checklists, and equipment.

- Contamination Control Area (CCA) procedures.

A7.4.2. Sub-Area: Combat Logistics Support.

A7.4.2.1. Item: Aircraft Battle Damage Repair (ABDR) Team.

A7.4.2.1.1. Sub-Item: ABDR Team Chiefs:

- Knowledge and proficiency in safely controlling, coordinating, and monitoring all CLSS activities, including re-deployment of some or all employed team members to additional locations from initial deployed locations.

- Response to immediate hazards and casualties.

- Control of personnel and equipment.

- Knowledge of the mission, UTC tasking requirements, and team members' training requirements.

- Effectiveness of cross-utilization of skills in accomplishing ABDR repairs.

- Equipment, small arms, and ammunition control and serviceability.

- Coordination with ABDR engineers, maintenance control center, and the SRC.

A7.4.2.1.2. Sub-Item: ABDR Assessors:

- Determination of aircraft damage.

- Development of repair proposals based on availability of resources and criticality of the aircraft.

- Use of substitute materials that would be available at the deployed location, if appropriate.
- Restoration of required systems, performance characteristics, and structural integrity.
- Identification of how repairs affect flight characteristics.
- Design of repairs IAW technical orders.
- Provision of realistic Estimated Times In Commission (ETIC) to the team chief. The actual return to commission times will be compared to the ETICs.
- Verify the quality of repairs performed.
- Ensure safety of personnel performing repairs.
- Display adequate knowledge of the availability of tools, parts, and consumable materials.
- Demonstrate the ability to accomplish necessary forms documentation to include AFTO 97 and AFTO 97A forms, IAW ABDR technical orders.

A7.4.2.1.3. Sub-Item: ABDR Technicians:

- Perform repairs IAW technical orders and engineer's instructions.
- Verify the quality of repairs performed.
- Ensure safety of personnel while performing repairs.
- Display adequate knowledge of the availability of tools, parts, and consumable materials.
- Demonstrate the ability to accomplish necessary forms documentation to include AFTO 97 and AFTO 97A forms, IAW ABDR technical orders.

A7.4.2.2. Item: ABDR Engineers:

- Qualification of team members, including but not limited to proper AFSC for positions, completion of required technical courses, and associated refreshers.
- Response to immediate hazards and casualties.
- Determination of aircraft damage.
- Development of repair proposals based on availability of resources and criticality of the aircraft.
- Restoration of required systems, performance characteristics, and structural integrity.
- Identification of how repairs affect flight characteristics.
- Provision of realistic repair designs to the ABDR repair team.
- Ensure safety of personnel performing repairs.
- Coordination with ABDR team chief, assessors, the maintenance control center, and the SRC.
- Currency of engineer's wartime mission training.
- Accuracy, appropriateness, and correctness of engineering calculations and documentation for each repair involving engineering assistance.

A7.4.2.3. Item: Rapid Area Distribution Support (RADS) Teams.

A7.4.2.3.1. Sub-Item: Combat Supply Activities:

- Ability to provide specialized materiel storage and distribution support to the combat supply activity at the deployed location.
- Effective use of skills to provide supply support under adverse conditions.
- Knowledge of Standard Base Supply System (both automated and manual backups).
- Proper handling and processing procedures for the DD Form 1348-1; DD Form 1348-6, and AF Form 2005.
- Storage and Issue Procedures, warehousing and bin locations.

A7.4.2.3.2. Sub-Item: Combat Transportation Tracking and Packaging:

- Ability to integrate with the unit level transportation cargo movement operations during wartime contingency or military operations.
- Proper procedures for providing total asset visibility support using In-Transit Visibility (ITV) systems to include recovery and tracking of inbound and retrograde assets in the Defense Transportation System (DTS), federal agencies, commercial supply, and transportation pipeline systems.
- Performance of depot level methods of packaging, crating, and use of specialized wooden container design and construction.
- Field expediency packaging.
- Hazardous cargo certification procedures and documentation.

A7.4.3. Sub-Area: Aircraft Operations Support.

A7.4.3.1. Item: Weather Operations:

- Timeliness and dissemination of observations and forecasts.\
- Satisfaction of special and local criteria and customer requirements.
- Accuracy of objective measurable elements of the observation.
- Specification criteria and amendment criteria being used.
- Horizontal consistency between weather warnings, advisories, and customer products.
- Utilization of available centralized products and services.
- Tactical Communications (TACCOM) and Tactical Meteorological Equipment (TAC-MET).
- Set up and operate QRCT, GMQ-33, TMQ-34, 9315TRT, AFMIT; use AFDIS/NODDS.
- Ability to construct tactical visibility chart.
- Limited Data Analysis and Forecasting.
- Military Grid Reference System (MGRS) and elevation determination.
- Use of all available data sources for obtaining weather information to include: radar, satellite, PIREPS, AIREPS, indigenous sources, etc.

A7.4.3.2. Item: Air Traffic Control.

A7.4.3.2.1. Sub-Item: Air Traffic Control Operations:

- Effectiveness, safety, and timing of air traffic control operations. FAAH 7110.65 procedures take precedence. The IG will assign points for ATC departure and arrival service as described in the paragraphs below, and determine the overall rating using the following table.

Table A7.3. Overall Rating: ATC Departures/Arrivals.

Overall Rating: ATC Departures/Arrivals	
Points	**Rating**
19 to 20	Outstanding
16 to 18	Excellent
11 to 15	Satisfactory
8 to 10	Marginal
<8	Unsatisfactory

- ATC Departure Service: The IG will evaluate average handling time, beginning when the aircraft reports number one for departure and ending when the aircraft is cleared for takeoff, and assign point values using the following table. If less than standard separation exists between aircraft, the IG will deduct 2 points for each instance, not to exceed 14 points. The IG will discount delay times attributed to FAA agencies, priority missions, and emergencies.

Table A7.4. ATC Departure Service.

ATC Departure Service	
Handling Times (Seconds)	**Points**
0 to 30	10
31 to 59	9
60 to 89	8
90 to 119	7
120 to 149	6
150 to 179	5
180 to 209	4
2120 to 239	3
240 to 269	2
270 to 300	1
>300	0

- ATC Arrival Service: The IG will evaluate the percentage of arriving aircraft that were unnecessarily delayed, and assign point values using the following table. The IG may deduct points due to locally imposed holding and vectoring delays, pattern breakouts, or directed go-arounds, but will discount delays based on FAA ATC delays, priority missions, emergencies, and pilot requests for holding or excess maneuvering.

Table A7.5. ATC Arrival Service.

ATC Arrival Service	
% Delayed	**Points**
0	10
1 to 5	9
6 to 10	8
11 to 15	7
16 to 20	6
21 to 25	5
26 to 30	4
31 to 35	3
36 to 40	2
41 to 45	1
>45	0

- Any instance of unsafe aircraft handling that contributes to a near mid-air collision (NMAC) or hazardous air traffic report (HATR) attributable to Air Traffic Control (ATC) will result in an UNSATISFACTORY rating for Air Traffic Control Operations.

A7.4.3.2.2. Sub-Item: Air Traffic Control Support.

- Controller familiarization with requirements specified in local procedures and directives that would be utilized in wartime conditions, including collateral support to the total base effort.

- Management response to rapidly changing conditions in areas of resource management to include air traffic control and landing systems (ATCALS) outages and personnel scheduling to sustain operations.

- Ability to adapt services to changing conditions including mission increases/ decreases; e.g. hours of operation, operating position/airspace/ controller task reallocations.

- The ability to control air traffic from an alternate facility in a wartime environment, when the organization has an alternate capability. The evaluator must consider requirements for continuous ATC service and safety of flight.

A7.4.3.3. Item: Airfield Management/Base Operations.

- Ability to provide essential aircrew support via base operations services.

- Ability to provide for management of airfield facilities and flight data processing functions at the deployed location.

- Ability to formulate and execute contingency aircraft parking plans.

- Ability to perform airfield inspections, and if tasked, assist in damage assessment following airfield attacks, to include identifying operating restrictions due to runway, taxiway

and ramp damage as well as participate in establishing alternate routing for continued aircraft movement as required.

- Identification of methods for receiving and transmitting aircraft flight plans as well as obtaining notice to airman (NOTAM) services.

- Identification of alternatives to maintain command, control, and communications for emergency response conditions and links to WOC/SRC for coordination of aircraft movement information.

A7.4.4. Sub-Area: Civil Engineering.

A7.4.4.1. Item: Base Recovery.

A7.4.4.1.1. Sub-Item: Damage Assessment and Analysis.

- Post-attack discovery and reporting of damages, fires, UXO, contamination, and casualties.

- Accuracy, depth, and completeness of reports by specialized assessment teams.

- Analysis of reported information to assess mission impact.

- Analysis of maps, facility and utility drawings, or other information to assess potential for collateral or hidden damage.

- Selection of candidate minimum operating strips (MOS) and airfield repair tasks, considering the following:

- Repair quality and airfield size requirements of aircraft expected to use the airfield.

- Access to and from runway, munitions, fuel, or other essential items.

- Hazards and render safe times of unexploded ordnance (UXO).

- Necessary repairs or adjustments to airfield markings, lighting, or arresting systems.

- Time and resources required to perform all proposed tasks.

- Prioritization of emergency response actions.

- Analysis of prior temporary repairs and determination of permanent repair priorities, methods, and schedules.

A7.4.4.1.2. Sub-Item: Rapid Runway Repair (RRR).

- Command and control, sense of urgency, and teamwork by all responding personnel.

- Marshaling of personnel and equipment.

- Debris removal and crater repair.

- Assembly, towing, and anchoring of AM-2 and folded fiberglass mats.

- Airfield striping and sweeping.

- Timing to repair and cover one crater, beginning when the MOS is approved and free of UXO and ending when all necessary striping and sweeping has been completed. The mat anchor time is the average demonstrated time necessary to perform one anchor multiplied by the number of anchors required.

Table A7.6. RRR Timing.

RRR Timing	
RATING	**Time (Hrs)**
OUTSTANDING	< 3:00
EXCELLENT	3:01 to 3:30
SATISFACTORY	3:31 to 4:00
MARGINAL	4:01 to 4:30
UNSATISFACTORY	> 4:30

A7.4.4.1.3. Sub-Item: Base Damage Response.

- Command and control, sense of urgency, and teamwork by all responding personnel.
- Isolation of affected utilities.
- Clearing of roadways to aid mission critical vehicle movement.
- Stabilization or cordoning of damaged facilities to prevent further damage or injury.
- Containment of dangerous spilled fluids or materials.
- Expedient repair of damaged facilities and utilities.
- Construction of temporary facilities and utilities for critical functions.
- Development of long-term recovery priorities, methods, and schedules for completing permanent repairs or demolishing unsalvageable facilities.
- Safe removal and transport of UXO to predetermined holding or disposal sites.

A7.4.4.2. Item: Explosive Ordnance Disposal (EOD).

A7.4.4.2.1. Sub-Item: Command and Control:

- Collection, analysis, plotting, and dissemination of hazard reports
- Accuracy and timeliness of advice to senior commanders on ordnance hazards and special considerations which impact mission priorities.
- Effectiveness of control and communications with EOD response teams.

A7.4.4.2.2. Sub-Item: Technical Operations:

- Identification, safing, and removal of UXO from the selected MOS, access routes, and other prioritized areas.
- Knowledge of US and foreign ordnance.
- Proficiency with EOD specialized tools.
- BRAAT procedures.
- Wartime chemical operations.
- Procedures on aircraft and associated weapons systems IAW applicable technical data.
- Use of technical data.
- Serviceability and adequacy of EOD equipment.
- Use of protective equipment and measures to include mitigation techniques.

A7.4.4.2.3. Sub-Item: Improvised Explosive Device (IED) Exercise:

- Command, control, and employment of resources and teams.
- Technical operations.
- Protective measures.
- Employment of specialized tools.
- Neutralization techniques.

A7.4.4.2.4. Sub-Item: Aircraft Safing Exercise:

- Command, control, and employment of resources and teams.
- Aircraft and ordnance safing.
- Technical operations.
- Knowledge of aircraft explosive hazards.

A7.4.4.3. Item: Field Operations

A7.4.4.3.1. Sub-Item: Mission Management:

- Management and control of CE personnel, equipment, vehicles, and materials.
- Development and coordination of CE work requirements and priorities.
- Effectiveness of internal and external communications.
- Continuity between shifts.
- Capability to re-deploy to another contingency location.
- Integration of appropriate real-world deployed location procedures, requirements, and constraints into planning documents.

A7.4.4.3.2. Sub-Item: Beddown Planning.

- Functionality of the basic site plan and facility locations, with respect to operational, environmental, and safety considerations.
- Scope and depth of plans for facilities, utilities, and site improvements.
- Demonstrated familiarity with the characteristics, capabilities, and limitations of bare base assets.
- Feasibility of the bed down schedule.

A7.4.4.3.3. Sub-Item: Operations and Maintenance.

- Construction and maintenance of tents, revetments, field showers, and latrines.
- Installation and operation of electrical, water, and field phone systems.
- Use of mobile aircraft arresting systems and portable airfield lighting systems.
- Construction of roads, berms, or other site improvements.
- Response to support requests from other deployed organizations.
- Operation and maintenance of automatic-start and user-start generators, both in and out of the exercise play area.

A7.4.4.3.4. Sub-Item: Safety and Security.

- Integration of safety considerations into plans, procedures, and operations.
- Identification, correction, and prevention of field safety hazards.
- Security of work parties, resources, and cantonment area.
- Care, handling, and security of weapons and ammunition.
- Coordination with and support to local ground defense forces.

A7.4.4.4. Item: Fire Protection. The ability of deployed firefighters to combat fires and to rescue personnel will be evaluated using the guidance in this instruction and the accepted standards contained in the National Fire Codes and the International Fire Service Training Association's manuals. The exercises and criteria contained in A7.2.4 of this instruction will be conducted and evaluated in a wartime environment. In addition, the following will be evaluated:

A7.4.4.4.1. Sub-Item: Mission Management:

- Establishment of primary and alternate Fire Communications Center.
- Use of logbook.
- Communications with the SRC, fire crews, control tower, munitions, and maintenance.
- Available maps, charts, publications, and reference materials.
- Firefighting vehicle and equipment operator maintenance under wartime conditions.

A7.4.4.4.2. Sub-Item: Fire Prevention:

- Fire prevention emphasis.
- Involvement with engineers in beddown planning.
- Tent spacing and vegetation control.
- First aid fire fighting training and procedures.
- Maintenance of facilities in fire safe condition.
- Adequate separation for POL facilities.
- Pre-positioning of hoses, nozzles, and equipment at critical facilities.

A7.4.4.5. Item: Nuclear, Biological, Chemical (NBC) Defense.

A7.4.4.5.1. Sub-Item: NBC Cells:

- Collect, evaluate, plot, and disseminate NBC reports IAW ATP-45 requirements, and IAW NORADR 55-39 requirements, if tasked as a NORAD reporting activity.
- Provide accurate and timely advice to senior commanders on NBC hazards and special considerations which impact mission priorities.
- Maintain effective control of and communications with NBC reconnaissance teams.

A7.4.4.5.2. Sub-Item: Specialized NBC Reconnaissance Teams:

- Availability, adequacy, and use of detailed procedures and checklists.
- Preparation, placement, and use of teams and specialized equipment.
- Identification, monitoring, and marking of NBC hazards and contaminated areas.
- Timely reporting of findings to the appropriate control center.

A7.4.5. Sub-Area: Communications-Computer Systems.

A7.4.5.1. Item: Command and Control:

- Effective control and use of available personnel, equipment and supplies.
- Planning for the arrival of sustaining communications.
- Knowledge of capabilities and limiting factors.
- Timely dissemination of accurate information throughout the communications element.
- Maintenance of logs on all significant operations and maintenance events.
- Compliance with safety directives.
- Integration of appropriate real-world deployed location procedures, requirements, and constraints into planning documents.

A7.4.5.2. Item: Operations:

- Timely establishment and reliability of primary and backup communications links and local area networks.
- Compatibility and interoperability of communications systems with systems from other units, commands, services, and the host nation.
- Understanding of the communications network and switchboard functions, i.e., inter-site and intra-site connectivity, trunking capability, and telephone services.
- Correct message processing to include proper handling and delivery, timely and appropriate service actions, and station and message continuity.
- Understanding of COMSEC/cryptographic procedures to include proper handling and use, equipment operations, and implementation of Emergency Action Plans.
- Adherence to MINIMIZE procedures when in effect.

A7.4.5.3. Item: Communications-Electronics Maintenance:

- Equipment/system condition including completeness of packages IAW TOs, LOGDET, and other applicable directives.
- Restoral actions including alternate routing of circuits, reconstitution plans, equipment repairs, and actions required to exploit the full range of backup or redundant features available to minimize service disruption.
- Handling of COMSEC material.
- Availability, use and control of reference publications.
- Supply discipline, accountability and requisition procedures.
- Implementation of PMI schedule for continuous operations.

- Proper documentation of maintenance actions.
- Test equipment availability, accountability, condition, calibration, and proficiency of use.

A7.4.5.4. Item: Information Management:

- Complete LOGDET.
- Centralized control and training of IM UTCs.
- Communications management and mail distribution.
- Publications, forms, and record management.
- Administrative services.

A7.4.6. Sub-Area: Contracting. Organizations will be evaluated on their capability to provide contracting support under a variety of scenarios. Refer to AFFARS Appendix CC, Contingency Contracting (Ref A8.3.1 and A8.3.9.6 of this document for unique contracting task requirements) If supporting surge of production and support requirements, see Appendix 5 to Annex D to AFMC Plan 70, or center supplements for items to consider during surges. For mission continuity and restoration, see Appendix 10 to Annex D to AFMC Plan 45, Part I, as supplemented.

- Establishment of an operational contracting capability to serve as a focal point for purchase of supplies/services from the local economy.
- Validation of requirements; coordination of appropriate funding; award of the appropriate type of contractual instrument; and enforcement of contract performance.
- Ensuring a source of finances (i.e., a paying agent) is linked with the contracting operation in order to negotiate and consummate the necessary contracting actions.
- Adequacy of contracting services and support provided by contracting personnel.
- Capability to relocate and operate from alternate locations.
- Compliance with applicable portions of AFFARS Appendix CC:
- Contracting support plans.
- Contingency Contracting Kits.
- Training program.

A7.4.7. Sub-Area: Medical.

A7.4.7.1. Item: Health Care, Treatment, and Staging Facilities:

- Triage discipline.
- Primary medical activity toward returning the greatest number of personnel to duty.
- Enforcement of preventive medicine procedures required to maintain effectiveness of unit personnel.
- Ability to decontaminate, prepare, package, plan, and receive patients.

A7.4.7.2. Item: Deployable Medical Elements.

A7.4.7.2.1. Sub-Item: Deployed Medical Facility:

- Ability of the deployed medical facility to provide emergency, outpatient, and inpatient medical care to deployed personnel. Use of field medical treatment protocols consistent with second echelon medical care.

- Establishment of the deployed medical facility utilizing general purpose or TEMPER tents.

- Adequate staffing (CCP(s), patient retrieval team(s), patient decontamination if assigned a specific UTC or tasked by MAJCOM, patient treatment, medical control center, survival recovery center (SRC) coverage, security, base support (BEE, Public Health)).

- Effectiveness of the medical control center at coordinating medical operations.

- Communication between the deployed medical facility, patient retrieval team, CCPs, SRC, and Personnel Support for Contingency Operations (PERSCO).

- Awareness of current NBC conditions, operations tempo, and threat conditions.

- Public Health Support, including food safety services, field sanitation, disease and disease vector surveillance, assistance with local public health issues, medical intelligence, and disease and surveillance reporting.

- Bioenvironmental Engineering support, including monitoring of water supply for potability, survivability and vulnerability; monitoring of chemical, biological and radiological hazards; providing guidance for waste disposal, field sanitation, and hygiene; conducting field industrial hygiene; and monitoring environmental conditions and heat stress/cold stress injuries.

A7.4.7.2.2. Sub-Item: Casualty Collection Points (CCPs)

- Number, location, visibility, and accessibility of CCPs.

- Staffing (proper mix of officers and/or medical technicians with appropriate skills).

- Communication ability with SRC and deployed medical facility.

- Equipment and supplies.

- Ability to triage and provide appropriate medical care.

- Utilization of DD Form 1380 (or facsimile).

- Timeliness of casualty movement from the CCP to the deployed medical facility.

- Timeliness of casualty return to duty if indicated.

A7.4.7.2.3. Sub-Item: Patient Retrieval Teams (PRTs)

- Proper casualty movement, i.e., use of litters, vehicles, casualty loading.

- Coordination and communication with CCPs and deployed medical facility.

- Medical care during casualty movement.

A7.4.7.2.4. Sub-Item: Patient Decontamination (DECON) Team

- Establishment of a DECON area.

- Correct utilization of team members.

- Ability to properly utilize all required supplies and equipment.

- Ability to monitor patients' medical conditions.

- Ability to perform correct patient DECON procedures.

- Triage and disposition of patients.

A7.4.8. Sub-Area: Personnel Support for Contingency Operations (PERSCO)

- Accountability of assigned and attached military and civilian personnel.

- Timeliness and accuracy of all products.

- Use of filler and replacement requests to identify personnel requirements.

- Updating of arrivals, departures, and duty status changes.

- Effectiveness of procedures to fill contingency personnel requirements and process personnel for deployment when the Personnel Deployment Function (PDF) is not active.

- Effectiveness of procedures to build a Deployment Requirements Document (DRD) when there is no manpower function.

A7.4.9. Sub-Area: Services

A7.4.9.1. Item: Home Station Operations:

- Effectiveness of leadership, plans, and higher headquarters guidance.

- Coordination, problem solving, and time management.

- Visibility over the status of personnel, resources, and actions.

- Alternate control center or backup capability.

A7.4.9.2. Item: Deployed Operations

A7.4.9.2.1. Sub-Item: Subsistence:

- Operation of a Troop Issue Facility.

- Determination of sustainability.

- Initiation of re-supply actions.

- Setup and operation of a Tactical Field Exchange (TFE).

- Demonstration cash handling procedures in TFE.

A7.4.9.2.2. Sub-Item: Food Service:

- Use of field equipment to prepare a minimum of two hot meals per day, including one using B rations, for the duration of the field training exercise.

- Provision of Meals-Ready-to-Eat for other meals.

- Effectiveness of initial supply, re-supply, and accountability procedures.

- Sanitation.

- Operation and maintenance of immersion heaters and M-2 burner units.

- Quality of meals served.

A7.4.9.2.3. Sub-Item: Lodging:

- Management of lodging assignments and terminations.
- Use of available resources.
- Plans for provision of adequate supply items.
- Effectiveness of locator service.

A7.4.9.2.4. Sub-Item: Laundry:

- Feasibility and completeness of plans for organizational and personal laundry services.
- Site selection.
- Capability planning factors.
- Water, supply, and energy requirements.

A7.4.9.2.5. Sub-Item: Mortuary Operations:

- Remains recovery actions and support of casualty care and morgue processing.
- Processing of remains to preserve identification media.
- Setup and operation of a temporary morgue.
- Movement of remains in the collection system.
- Sanitation and hygiene procedures.
- Planning and establishment of a mass/temporary burial site.

A7.4.9.2.6. Sub-Item: Recreation Support:

- Setup and operation of a recreation support operation as appropriate for the tasked LWRR UTC.
- Use of available resources.
- Ability to plan for increased recreation activities as the base population increases.
- Feasibility and completeness of plans for handling cash for a retail outlet.

A7.4.10. Sub-Area: Staff Support

A7.4.10.1. Item: Public Affairs:

- Compliance with AFI 35-101, Public Affairs Wartime Planning, Training, and Equipping, and AFI 35-102, Crisis Planning, Management, and Response.
- Compliance with and support of contingency plans, including local PA annexes to base support plans.
- Support to battle staff, disaster control group, or other command elements.
- Satisfaction of internal and external information needs during contingencies, at home station and deployed locations.
- Coordination of audiovisual documentation and media actions at the contingency location.
- Safeguarding of classified material at the contingency location.

- Production and timeliness of initial and follow-up news releases following significant incidents.
- Coordination with local authorities, senior leadership, and higher headquarters as required to determine what information can be released.
- Transmission of approved articles to home station or other locations.
- Provision of required reports to MAJCOM and SAF agencies.
- Release of appropriate information on military casualties and control of non-releasable information.
- Coordination with appropriate agencies on next-of-kin notification prior to release of names of casualties.

A7.4.10.2. Item: Legal Support:

- Ability of deployed forces to conduct operations in compliance with the Law of Armed Conflict (LOAC) and to recognize and report potential violations.
- Knowledge of deployed personnel concerning legal obligations with respect to targeting, employment of weapons, prisoners of war, noncombatant personnel or facilities, and neutral territory.
- Effectiveness of specialized training provided to aircrews, medical personnel, and security police.
- Availability and effectiveness of legal support provided to deployed commanders and personnel.

A7.4.10.3. Item: Pastoral Ministry:

- Ability to nurture the living, care for casualties, and honor the dead.
- Identification of areas of greatest needs, determination of resources, and provision of appropriate ministry.
- Setup and operation of a Chapel Control Center, easily accessible to the CCP, as primary location for counseling and religious activities.
- Coordination with medical staff to ascertain status of casualties, meet patient and staff needs, and provide appropriate spiritual triage.
- Communication and coordination with commanders and other functional areas.
- Visitation, counseling, and worship services for each shift.
- Capability to survive, sustain, manage, and provide security for CRTs and resources.

A7.4.11. Sub-Area: Supply.

A7.4.11.1. Item: Spares Support

A7.4.11.1.1. Sub-Item: General:

- Effectiveness of operations in a wartime environment
- Processing of Partial/Not Mission Capable Supply (P/NMCS) requirements.
- Ability to process intra-theater/CONUS lateral support requests.
- Tracking of reparable assets through the repair cycle.

A7.4.11.1.2. Sub-Item: RSP:

- Asset security, accountability, and documentation of transactions.
- Effectiveness of routine supply management
- Effectiveness of actions taken to obtain assets not immediately available.
- Use of proper warehouse procedures.
- Ability to transfer records to the Air Force Contingency Supply Support Office (AFC-SSO) as part of the final deployment, if required.
- Ability to use the Dyna-Metric Microcomputer Analysis System (DMAS) to prioritize maintenance cannibalizations.

A7.4.11.1.3. Sub-Item: Contingency Processing System (CPS):

- Setup and operation of the CPS.
- Working knowledge of all aspects of the CPS.
- Ability to transition to in-line connectivity, and to work using backup power.
- Ability to process transactions using manual post-post accounting procedures.
- Ability to relocate to alternate locations without degradation of mission support.

A7.4.11.2. Item: Fuels Support

- Qualification on, awareness of, and compliance with all safety procedures/technical data during refueling operations and cryogenics operations.
- Serviceability and safety of assigned equipment and facilities.
- Personnel qualifications and system approvals for hot refueling and combat quick turn operations.
- Safety and timeliness of refueling and cryogenics support.
- Fuels expediter's familiarity with support requirements, service as a technical advisor, and monitoring of flight line refueling operations.
- Fuels Control Center's ability to manage and control fuels operations in a wartime environment.
- Ability to properly detect, sample, and analyze suspected fuel/cryogenics contamination.
- Use of in-place emergency power where applicable.

A7.4.11.3. Item: Supply/Fuels Recuperation.

A7.4.11.3.1. Sub-Item: Command and Control:

- Monitoring, control, and flexibility of Supply and Fuels operations.
- Coordination, problem solving, and time management.
- Visibility over the status of personnel, resources, and actions.
- Effectiveness of local plans and higher headquarters guidance.
- Effectiveness of communication and power outage procedures.
- Ability to relocate to alternate locations without degradation of command and control or mission support.

A7.4.11.3.2. Sub-Item: Supply:

- Dispersal of RSP, MSK, and SASS for survivability.
- Ability to prioritize requirements and reconstitute and replenish RSP, MSK, or SASS damaged or lost due to fire, battle damage, etc., using the Dynamic Model Assessment System (DMAS).
- Identification of critical spares using DMAS.
- Preparation of destroyed RSP, MSK, and SASS messages.
- Ability to adjust SBSS records.
- Ability to manage and locate deployed mobility bag assets using the Mobility Automated Inventory Tracking System (MAITS).

A7.4.11.3.3. Sub-Item: Fuels:

- Accuracy, completeness, and timeliness of petroleum deficiency reports.
- Identification of LIMFACs in the reports.
- Classification and security of the reports.

A7.4.12. Sub-Area: Transportation

- Transportation will be evaluated on the ability of its military deployable UTCs to provide vehicle management, vehicle maintenance, and TMO support during the Phase II exercise.

A7.4.12.1. Item: Vehicle Management:

- Vehicle asset support.
- Driver qualifications and licensing (i.e., wreckers, buses, multi-pax vehicles, etc.).
- Vehicle disbursement plan.
- Vehicle recall list/MEL (Mission Essential Listing).

A7.4.12.2. Item: Vehicle Maintenance:

- Maintenance priorities.
- Maintenance actions.
- Vehicle status reporting.
- Maintenance response times.
- Vehicle sustainability.

A7.4.12.3. Item: Traffic Management:

- Critical cargo handling (preparation, shipment and/or receipt, etc.).
- Passenger handling.
- Cargo packing, labeling, and documentation.

A7.4.12.4. Item: Transportation Control Center (TCC):

- Ability to meet mission tasking.
- Timely up-channeling of transportation related information (vehicle status, personnel availability, etc.).
- Personnel management.
- Relocation procedures.

A7.4.13. Sub-Area: Financial Management and Comptroller:

- Capability to provide comptroller support from a deployed location and adequacy of accounting, budgeting, and security principles applied to each scenario.
- Establishment of a secure disbursing agent operation to serve as a focal point for all funding, accounting, and customer service requirements.
- Adequacy of Logistics Detail Package (LOGDET).
- Ability to provide qualified personnel for disbursing agent operations.
- Establishment of a reliable source of sufficient US and local currencies.
- Quality of military pay, travel, check cashing, and accommodation exchange services for deployed personnel.
- Propriety of funds expenditures.
- Quality of agency accountability and turn-in operations.
- Quality of voucher payment procedures and maintenance of funding source documents.

A7.4.14. Sub-Area: Security Forces:

A7.4.14.1. Item: Air Base Defense: This item reinforces the Air Base Defense (ABD) Common Core Criteria guidelines provided in AFI 90-201, Inspector General Activities, and emphasizes the regulatory guidance provided in AFI 31-101, Air Force Physical Security Program; AFI 31-301, Air Base Defense; and AFH 31-302, Air Base Defense Collective Skills.

A7.4.14.1.1. Sub-Item: Command and Control:

- Effectiveness of planned procedures, terrain knowledge, friendly force location, and organization fire control.
- Supervision.
- Establishment of priorities of work, routines in defense, and track plans.
- Implementation of stand-to as required.
- Demonstration of troop leader procedures for preparation of five paragraph operations orders.
- Ability to exercise control over forces and understand the principles of detection, response force, fire, and maneuver.
- Consolidation and reorganization.
- Plan and execute convoy escort operations.
- Effectiveness of basic skills associated with cover, concealment, camouflage, noise and light discipline, and fire control.

- Familiarity with the terrain and knowledge of the location of friendly forces.
- Preparation of sector sketches, overlays, and reports.
- Identification of and response to enemy activity, and use of reinforcements from the mobile reserve or response force if required.
- Effectiveness of communications network using all available radio and telephone assets.

A7.4.14.1.2. Sub-Item: Ground Defense Forces:

- Individual proficiency in employment of assigned weapons, vehicles, communications, and individual equipment; cover, camouflage, concealment; maneuver under fire; and field craft skills.
- Capability to detect, report, tactically respond to, and neutralize security threats and attack exercises.
- Procedures and response in support of all other scenarios in the exercise area.
- Effectiveness of Defensive Fighting Positions (DFPs).
- Use of Air Force guidance and the appropriate Army Field Manuals when developing plans for DFPs.
- Establishment of camouflaged fighting positions with interlocking fields of fire and proper employment of weapons, range cards, tactical communications, early warning devices, and obstacles.
- Use of all available tactical radio and telephone systems.
- OP/LP tactics and procedures.
- Patrol organization, planning, preparation, and execution.
- Procedures to request indirect fire support.
- EPW actions.
- Equipment controls and resupply.
- Fire control discipline.
- Knowledge and use of the Rules of Engagement
- Operate in an NBC environment
- Military Working Dog teams

A7.4.14.2. Item: Office of Special Investigations: The role of counterintelligence and special investigations (CI/SPI) in support of force protection functions are outlined in JCS Pub 2-01.2., Joint Doctrine, Tactics, Techniques, and Procedures for Counterintelligence Support to Operations. Within the Air Force, the Air Force Office of Special Investigations (AFOSI) is responsible for providing CI/SPI functions in support of Air Force personnel, resources, and operations. AFOSI Detachment personnel will be rated against realistic wartime taskings and not penalized because of peacetime rules, commitments, and procedures that must be followed. The force protection criteria listed below will be evaluated by AFOSI Inspectors, specifically designated by HQ AFOSI/IG and coordinated with HQ AFMC/IG, using applicable AFOSI instructions.

A7.4.14.2.1. Sub-Item: Force Protection Operations (FPO):

- Overall management and supervision of Force Protection Operations under wartime conditions.

- Integration with Host Unit operations and optimization of the use of resources.

- Collection, analysis, and dissemination of timely, accurate, and relevant counterintelligence and criminal threat information to appropriate battle staffs, dispersed operating locations, higher headquarters, and joint service or host nation organizations.

- Effectiveness of coordination and feedback between workcenters and action agencies.

A7.4.14.2.2. Sub-Item: Force Protection Reporting:

- Clarity, completeness, and timeliness of reported information.

- Effectiveness of quality control procedures for reviewing content and accuracy prior to transmission.

- Compliance with applicable format, classification, and addressing requirements.

Attachment 8

ORI GROUND RULES

A8.1. General.

A8.1.1. Organization personnel are to carry out exercise tasks in as realistic a manner as possible, given available resources and the organization's specific responsibilities. Use simulations where necessary to demonstrate mission capability without requiring the inappropriate use of resources or the inappropriate restriction of real-world operations. Refer to Attachments 9 and 10 for pre-approved simulations and additional guidance.

A8.1.2. All AFMC personnel and facilities are subject to involvement in exercises, with the following exceptions:

- Classrooms or facilities where promotion testing is being conducted.

- Military court facilities.

- Portions of medical facilities providing real-world critical care to patients, and those portions providing routine care that have been specifically exempted by the hospital commander.

- Facilities occupied by non-AFMC organizations.

- Facilities where religious services are being conducted.

A8.1.3. The IG will not attempt to mislead organization personnel.

- IG members will not initiate exercises without announcing them as exercises.

- IG members will not use IG badges, hats, or entry authorization lists to inappropriately gain access to any area or information.

- When wearing IG badges or hats, IG members may cross cordon lines and bypass entry control points at exercise locations, and may carry briefcases or packages without submitting them for search by exercise participants.

- IG members must comply with all security requirements in real-world restricted or controlled areas.

A8.1.4. The IG will not use "exercise classifications" on unclassified materials. Warning Orders, Time Phased Force Deployment Listings, and other exercise documents which are based on artificial scenarios and unclassified exercise planning databases will remain unclassified during AFMC ORIs.

A8.1.5. Prepare required exercise messages, but do not transmit them outside of the organization. Provide the IG with a copy of all exercise documents.

A8.1.6. Route requests for higher headquarters or off-base agency support to the IG, unless directed otherwise in the tasking instructions.

A8.2. ORI Phase I Ground Rules.

A8.2.1. Initial Response:

- All tasked Unit Type Code (UTC) personnel and equipment packages are subject to exercise deployment. UTCs which have recently (within 90 days of the ORI start date) been deleted from the AFMC War and Mobilization Plan, Vol III (WMP-III) will not automatically be waived from being exercised during the ORI.

- Take all actions that would be required to actually deploy people and equipment.

- UTC personnel and equipment that have been fully processed for deployment may not participate in further exercise play until the start of Transition Day during Phase II.

- Organizations tasked to deploy by air after ground movement to an Aerial Port of Embarkation (APOE) will prepare all cargo for air shipment. The ORI transportation inspector will act as Military Traffic Management Command (MTMC), receive all requests for transportation, and provide the vehicle flow.

- For actual and simulated airlift, plan to work a Maximum on Ground (MOG) of three C-141 equivalents departing at one-hour intervals. However, a MOG of three is not applicable to all AFMC organizations due to limited authorized/assigned MHE.

- Organizations unable to support a MOG of three will have supporting Higher Headquarters' documentation, be able to work a MOG of one C-141 equivalent, and have procedures developed to meet potential aircraft surge requirements.

- The assessment of suitability for movement will consider only those personnel and equipment items for which the organization has direct responsibility.

- Documentation errors identified during the loadmaster briefing (cargo load start time) will not preclude cargo from being accepted for loading, unless these errors jeopardize load safety or alter aircraft cargo load sequencing. Documentation errors must be corrected prior to aircraft departure (PAX Load Start Time for simulated movements).

- Aircraft departure time is defined as the time a deployment aircraft is scheduled to take off. All cargo, equipment, passengers, and baggage must be loaded and final documentation available no later than 20 minutes prior to aircraft departure time.

- Do not transport class 1.1 or 1.2 explosives to the marshaling area without prior coordination with the Transportation inspector.

- Provide the IG with one copy of deployment documents generated during the exercise, such as the following:

- Deployment requirements documents or personnel rosters for each chalk.

- Passenger manifests and special orders.

- Troop commander and cargo courier packages.

- AF Forms 9, **Government Bills of Lading, and Government Transportation Requests**.

- Deployment control center logs.

- Equipment shortfall requests.

- Levy reclaim requests.

- List of personnel on leave or TDY.

- War Reserve Materiel (WRM) release requests.

- A major cargo safety violation is an unsafe act or condition which results in or could result in serious damage to aircraft or equipment and/or disabling injury or death to personnel. Examples of major cargo safety violations are incompatible cargo on the same pallet or aircraft, leaking fuel or corrosive material, unidentified hazardous cargo that changes the compatibility requirements of the increment or load, and improperly packaged hazardous materials.

- A minor cargo safety violation is an unsafe act or condition which results in or could result in damage to an aircraft, personnel or equipment that does not render it unsafe for transport, damage to other equipment that does not render it unsafe for use, or injury to personnel of a lesser degree than that cited as a disabling injury. An example of a minor cargo safety violation is an improperly affixed pallet top net.

A8.2.2. Wartime Materiel Support

- The IG will coordinate with each center prior to the inspection to determine which organizations will be assessed. Organizations that undergo significant increases in operations while preparing for and supporting contingencies will be inspected and rated. Organizations that do not require significant changes from their peacetime operations may be inspected and not rated, or not inspected at all.

- The IG may conduct force protection and home station contingency exercises that directly impact the center's primary mission. The IG will evaluate center actions to restore or maintain production during and after the incident.

- Test Acceleration involves two possible scenario types: Accelerated Test and Test Surge. An Accelerated Test is a full test program in response to new requirements. A Test Surge is the acceleration of a previously planned program to reduce the time required to complete the test. Both types of Test Acceleration use the same grading criteria.

A8.2.3. Home Station Contingency Response

- When required to verify compliance items, home station contingency exercises will involve events that have a reasonable probability of occurring. Possible scenarios include aircraft, vehicle, or industrial accidents; natural disasters; reception of transiting forces or non-combatants; or other events appropriate for a particular installation.

- Home station contingency exercises will be conducted in "real-world" locations. Organizations may use any available resources to respond, but may not use personnel or equipment that have already been "deployed" as part of the ORI.

- Exercise participants and IG members must obey normal speed limits and traffic control devices when responding to exercises. Emergency vehicle operators may use flashing lights but not sirens.

A8.2.4. Fire Department Exercises. The IG will coordinate with the organization's project officer and the fire department Trusted Agent on any aircraft, facilities, casualties, or smoke generation devices required for the exercises.

A8.2.4.1. Aircrew Extraction:

- Organizations may be evaluated on their capability to rescue personnel from mission assigned aircraft. The IG will conduct the exercise in accordance with applicable AFIs and organization supplements, aircraft technical orders, and Technical Order 00-105E-9, with special emphasis on all safety guidance.

- The aircrew, dressed in appropriate flight gear, must be at the aircraft 15 minutes prior to exercise initiation for a pre-brief on the scenario, crew responsibilities, and fire protection egress procedures.

- The IG will normally initiate the exercise through an input to the control tower, which will then activate the primary crash circuit and relay the exercise input.

- Exercise participants must climb down from the aircraft on their own. Rescue personnel will prepare and transport casualties to the top of the ladder or stairs, and then resume emergency care once the participants are on the ground.

A8.2.4.2. Aircraft Arresting System Reset:

- Organizations may be evaluated on their ability to recover an aircraft from an arresting gear and return the runway to operational status in a timely manner.

- For BAK-9 and BAK-12 arresting gear, engagements should be made by aircraft taxiing between 75 and 90 knots, with the speed/weight commensurate with regime I engagements for the arresting gear involved.

- For BAK-13 arresting gear, engagements should be made from either a landing or taxiing aircraft depending on operational conditions.

- For F-16 aircraft, the aircraft selected should not be configured with a centerline store as damage from the cable may result. Additionally, the barrier team will ensure that tail hook shear pins are available to repair the aircraft after the engagement.

- The exercise will normally be initiated when the pilot advises the tower of the simulated emergency condition

- After the aircraft has been disengaged from the barrier, the aircraft may be towed to a suitable location to conduct an aircrew extraction or crash removal exercise.

- If actual aircraft are not available, the engagement may be simulated by using a truck to pull the cable out 800 feet.

A8.2.4.3. Aircraft Crash Rescue Live Fire:

- A pre-briefed training fire exercise may be conducted and evaluated using the organization's aircraft crash rescue training mockup to simulate the crash of a mission assigned aircraft.

- The IG will schedule the exercise at a time that will not interfere with the local operational flying schedule, and will give the fire chief 24 hours notice of the time the pit fire is to be conducted.

A8.2.4.4. Structural Fire Exercise:

- This exercise will normally involve a single structure requiring fire suppression, rescue, and ancillary fire fighting actions.
- The IG will notify the fire chief at least 30 minutes prior to the exercise.

A8.2.5. Weapon Safety During Force Protection Exercises

- On duty personnel responding to exercises with weapons and LIVE AMMUNITION will adhere to special rules. As a minimum:
- Shotguns locked inside LE patrol vehicles will remain in their rack during exercises. Sentries and patrols may simulate the port arms position during challenging procedures.
- M-16 rifles may be brought to port arms (chamber empty, on safe, finger not in trigger guard) during exercises. Weapons will not be pointed, aimed, or handled in any manner that might endanger people or equipment.
- Pistols will be kept in the holster during exercises. Sentries may assume the ready revolver position (flaps, straps unfastened, hand on butt stock or grips) during challenging procedures.
- Emergency Services Teams (ESTs) may respond to exercise scenarios as they have trained, e.g. weapons drawn and pointed; however, weapons safety procedures must include additional steps that preclude LIVE AMMUNITION from being introduced into exercise scenarios.
- During force protection exercises, IG role players will:
- Not be readily identifiable as IG members.
- Not openly display simulated weapons or use them in a threatening manner.
- Not take any threatening action toward responding security police.
- Not attempt to flee, struggle against, or otherwise actively evade the response force.
- Not resist orders of the responding forces.

A8.3. ORI Phase II Ground Rules.

A8.3.1. Personnel and Equipment:

- All UTCs deployed during Phase I will be evaluated during Phase II unless specifically exempted by the IG. Units without deployable UTC taskings will not be evaluated during Phase II. The exception will be those units which receive notional taskings to provide deployable Contingency Contracting Officers (CCOs) during Phase II (Ref: A7.4.6, A8.3.9.6).
- If required to enhance realism, the evaluated organization may use non-UTC resources during Phase II.
- At least 45 days prior to the ORI start date organizations must submit a list of non-UTC personnel, vehicles, equipment, and materials to be used in the exercise, and a brief explanation of why they are necessary. The IG will approve or disapprove each item and return the list to the organization at least 30 days prior to the ORI.
- Non-UTC personnel may be evaluated on casualty care and passive defense. Non-UTC personnel will not be evaluated in their functional area, unless that functional area has a tasked UTC participating in the exercise.

- Non-UTC vehicles, equipment, and materials are subject to the same exercise play as any other resource.

- Approved non-UTC vehicles, equipment, and materials may be left in real-world storage locations or pre-positioned near the Phase II play area, but may not be immediately adjacent to their intended point of use. Non-UTC assets may not be used until specifically requested by the deployed organization and released by the IG.

A8.3.2. General Scenario: Although specific details of each ORI scenario will vary, most will be based on the following:

- Transition Day: One day to demonstrate the organization's arrival, inprocessing, and setup at the deployed location. Transition Day represents Day 1 at the deployed location, regardless of when each unit processed for deployment. See paragraph **A8.3.8.**for additional information.

- Wartime Operations: One to three days, around the clock, to demonstrate all wartime missions. The IG will advance the exercise clock by 30 days at the start of this portion of the exercise, so it represents Days 31, 32, and 33 at the deployed location. See paragraph **A8.3.9.** for additional information.

A8.3.3. Play Area:

- Establish an area or areas in which all deployable personnel can exercise their wartime operations in as realistic a manner as practical. Provide physical separation and authorization as required to allow the use of ground-burst simulators and smoke grenades.

A8.3.4. Processing Area:

- Establish a parking and processing area to be used to control entry and exit from the play area during Wartime Operations. Establish procedures to advise incoming personnel of current alarm conditions, recognition codes, or other information needed before entering the play area.

- The Contamination Control Area and weapons armory may be located at this processing area.

- The IG may inspect activities at the processing area, but will not conduct hostile attack exercises there. Vehicles driving between the processing area and the play area are subject to all normal exercise play.

- Any required processing area facilities may be constructed prior to the inspection.

A8.3.5. Weapons and ammunition:

- Personnel must deploy with and use their authorized weapons. Toy or simulated weapons may not be used.

- All weapons used in the exercise must be fitted with blank firing adapters.

- Armory guards, real-world sentries, or other security forces equipped with live ammunition within the play area must be distinctively identified and may not participate in the exercise. Additionally, all live ammunition magazines in the play area must be either spray-painted red or have red tape affixed to them.

- Provide exercise participants and the IG with clear written instructions identifying the locations and organizations that have live ammunition, and the controls over its use.

- Blanks and real ammunition must not be mixed, and the handling of each must be closely monitored.

A8.3.6. External Agency Support:

- The IG will act as the higher headquarters, host nation, or any other external agency that could support the deployed organization in an actual contingency.

- Request guidance, additional resources, or any other necessary support using Optional Form 27 (United States Government 2-Way Memo), a similar locally-produced form, or the actual message or letter format that would be used in real life. Requests may be made in person if the appropriate IG member is available, but a written follow-up memo is recommended to maintain an audit trail.

A8.3.7. Movement In and Out of the Play Area:

- Non-players and non-play vehicles are not permitted in the play area without prior approval of the IG.

- Exercise participants may leave the play area on their own authority to obtain non-UTC resources from storage locations, when use of such resources has been specifically authorized by the IG.

A8.3.8. Transition Day:

- All deployed UTCs must demonstrate their arrival, inprocessing, and setup at the deployed location on Transition Day, regardless of when each unit processed for deployment. Timing of each UTC's arrival is at the discretion of the organization, within the following guidelines:

- No UTCs may arrive at the Phase II play area before 0600 local time.

- Civil engineers should arrive earlier than other teams that will operate from tents or other expedient facilities, to demonstrate the capability to arrive at a bare base in advance of supporting forces and prepare facilities for their own and others' use.

- PERSCO must develop and maintain accountability of exercise participants.

- All necessary processing and setup actions should be complete no later than 2400 local time.

- A security threat may exist, but there will be no initial threat of large-scale air or ground attacks.

- Deployed organizations are not required to use the parking and processing area on Transition Day.

- Deployed organizations are not required to stay in the play area on Transition Day after completing all necessary processing and setup actions. Commanders or team chiefs should notify their functional IG member of their expected completion time.

A8.3.9. Wartime Operations.

A8.3.9.1. General:

- All organizations must be prepared to respond to Wartime Operations exercises at 0001 on the day after Transition Day.

- Exercise participants coming on or off shift must enter and exit through the processing area.

- Security, conventional, nuclear, biological, and chemical threats may exist.

- If chemical contamination exercises are conducted when the outside air temperature exceeds 75 degrees Fahrenheit, vehicle windows may be rolled down during Alarm Black.

- Simulated M-8 paper and M-9 paper is not required to be placed on vehicle painted surfaces or headlights.

A8.3.9.2. Air Base Defense:

- Security Force organizations will be evaluated against the deployment tasking message. Organizations must plan to demonstrate their ability to provide defense over a specific location IAW their Designed Operational Capability (DOC) statement for the full Unit Type Code (UTC) tasking.

- Security Force live munition pallets will be built, evaluated at the DCC processing site, and released back to the unit, but will not be transported to the exercise site. Blank munitions will be processed with the UTC equipment.

- Active Defense incorporates the ability to plan and control base defenses by implementing plans initiating appropriate measures of defense in response to Level I, II, and III threats.

- Exercises which are not directly tied to the tasked UTC's ability to defend the designated locale will not be applied to the Security Force rating.

- UTC team integrity will be maintained for the exercise. Additions of command and control elements, when required, will not be rated unless performing as an ABD Headquarters element.

- Specialized team and individual equipment assigned to the UTC must be used during the exercise. UTC mobility equipment listed in the applicable LOGDET, country mission folders for tasked locations, and individual mobility folders for each member must be available and deployable. All Terrain Vehicle (ATV) operators must be specially trained.

- Blanks and real ammunition must not be mixed, and the handling of each must be closely monitored.

A8.3.9.3. Combat Logistics Support:

- The AFMC IG may select Combat Logistics Support Squadron UTCs and ABDR engineer UTCs for evaluation during an ORI. Selected UTCs will demonstrate mission knowledge and task proficiency in ABDR operations for each assigned aircraft or system, and in supply and packaging augmentation and reconstitution. Evaluations will include interviews and documentation reviews at the home station as well as exercises at the unit's field training site.

- ABDR exercises are developed and evaluated by the AFMC IG, with the assistance of Trusted Agents from the inspected organization. Trusted Agents will provide exercise scenarios, damage descriptions, and associated estimated times in commission (ETICs) used in the past five local exercises, provide the IG with depot, EOD, and other POCs, and assist with scenario execution.

- ABDR training aircraft damages will be representative of past actual combat damages and expected future damages. If an actual aircraft is simulating battle damage, it will not be available for sortie generation until after the ABDR repair on the trainer is complete. Actual flight discrepancies on the simulated battle damage aircraft may be worked while the ABDR team completes repairs on the trainer aircraft. Multiple ABDR exercises may be initiated simultaneously.

- The actual engineered repair designs and calculations will be verified by IG ABDR engineers. The IG may use simulations and written testing to assess the engineer's capability.

A8.3.9.4. Civil Engineering:

- Equipment such as tents, generators, sandbags, netting, etc. can be pre-positioned at the play area, but no pre-construction at the play area will be conducted until transition day without prior authorization from the IG. This paragraph does not apply to bases without CE UTCs.

- Civil engineers must transport their personnel and UTC equipment from a central location to the exercise site using one or more convoys of approved non-UTC vehicles. The convoy route must be at least three miles long. Other personnel may use UTC vehicles, approved non-UTC vehicles, or a shuttle service established by the organization, and may take direct routes.

- During transition day, civil engineers may use only those facilities and utilities actually constructed or re-configured that day. During wartime operations, they may use pre-constructed facilities and commercial utilities.

- CE organizations will construct and operate expedient facilities and utility systems for use during the exercise, to the extent allowed by available resources and exercise areas. Units are not required to acquire mobile aircraft arresting systems, bare base utility systems, or other assets not normally authorized for home station training, but may do so if desired. Units will be required to provide materials to construct and cover one hardback tent when directed by the IG.

- The IG may evaluate operation and maintenance of automatic-start and user-start generators, both in and out of the exercise play area. The ORI CE inspector and a Trusted Agent electrician will turn off power to the facilities or areas to be tested, and the inspector will evaluate the response to the loss of power over an extended period, typically 12 to 24 hours. Prior to the start of the ORI, the organization must identify any facilities which will require notice 30 minutes prior to the power outage to allow sensitive equipment to be shut down.

A8.3.9.5. Medical:

- AFMC medical units will provide, at a minimum, the following support to the deployed organizations:

- Deployed Medical Facility.

- Casualty Collection Point(s) (CCPs).

- Patient Retrieval Team(s) (PRTs).

- Patient Decontamination Team, if tasked with that UTC or directed by HQ AFMC.

- Air Transportable Hospital or Clinic support, if tasked with those UTCs or directed by HQ AFMC.

- The deployed medical facility will be established in the Phase II play area to provide initial triage and trauma stabilization. Treatment capabilities will not be extensive. Patients will be evaluated for return to duty or evacuation to the next echelon of care. Public Health and Bioenvironmental Engineering support will be provided.

- CCPs will be established at appropriate locations in the play area, to provide transition points between first echelon (self-aid and buddy care) and second echelon (deployed medical facility) care. These are clearing areas where patients are returned to duty or transferred to the PRTs for transport to the deployed medical facility.

A8.3.9.6. Contracting:

- All AFMC contracting units are subject to notional tasking to provide deployable Contingency Contracting Officer (CCO) support to deployed organizations during Phase II of an ORI. Those units with contracting UTCs will have them tasked initially, and will be subject to additional notional tasking if required to support the ORI. Notionally tasked CCOs will be evaluated during Phase II.

Attachment 9

ORI STANDARD SIMULATIONS

A9.1. General:

- Some actions that would be required in a contingency must be or should be simulated in an exercise, to prevent inappropriate use of resources or inappropriate restrictions of real-world operations.   This attachment lists pre-approved simulations that do not have to be specifically requested, and guidelines on requesting IG approval for additional simulations.

- Simulations reduce but do not eliminate the cost and complexity of exercises.   The use of resources or the restriction of real-world operations do not justify a simulation; only inappropriate uses or restrictions do so.

- Final authority on what constitutes inappropriate use or restriction rests with the organization commander. If the commander and the IG disagree, the IG will note the issue in the ORI report and describe the impact on the inspection.

- The IG may request demonstration of any simulated item to the extent necessary to test actual capability.

A9.2. Pre-Approved Simulations :

- Closure of alert force routes or active runways.

- Transmission of messages outside of the inspected organization.

- Final processing of Purchase Requests, Government Transportation Requests, Government Bills of Lading, and other forms needed to acquire transportation or locally procured materiel.

- Contracting of commercial vehicles. Use government vehicles when available and appropriate to simulate commercial vehicles.

- Hiring of personnel required to fill shortages or previously deferred positions. Identify all such positions and generate at least one complete hiring package.

- Recall of individual mobilization augmentees (IMAs), except where actual recall is necessary and cost effective for both real-world and inspection requirements. Identify all such positions and generate at least one complete recall processing package.

- Realignment or movement of personnel in response to deferred, suspended, or abolished workloads. Identify all such positions and generate at least one complete realignment package.

- Recall of personnel from leave and TDY. Mark "LV" or "TDY" on deployment documents for personnel who could be realistically recalled, and process their individual mobility folders and shot records for deployment as substitutes for the actual personnel.

- Movement and issue of flight lunches and field rations, beyond those required for consumption during the exercise.

- Movement of drugs and narcotics.

- Substitution of legal tender (cash) with monetary props.

- Removal of reflective tape or catalytic converters from deploying equipment.

- Provision of all required AF Forms 1480, Summary of Care, for deploying personnel. Provide copies of at least 20% of the required forms.

- Provision of all required Standard Forms 88, Report of Medical Examination, and AF Forms 1042, Medical Recommendation for Flying or Special Operational Duty, for applicable deploying personnel. Provide copies of at least 20% of the required forms.

- Actual administration of the Yellow Fever immunization is a decision of the MTF commander.

- Issue of actual chemical agent antidotes.

- Authentication of special orders. Provide minimum distribution to the appropriate workstations.

- Projection of exercise TDY data into the personnel data system.

- Construction of all barriers or other facility hardening actions necessary to respond to increased security threats. Prioritize the actions that would be taken in an actual emergency and develop a schedule describing the required labor, equipment, material, funds, and estimated start and completion times for each. Complete all necessary coordination and documentation, and physically demonstrate a sample (chosen by the IG) of the scheduled actions.

- Transport of actual ammunition to Phase II exercise locations, beyond that needed for real-world security.

- Charging of hose lines during simulated structural and aircraft fire exercises, unless directed by the IG fire protection inspector.

- Use of local training assets to simulate War Reserve Materiel that would realistically be available at the deployed location.

- Availability of one Harvest Falcon Housekeeping Set, UTC XFBKA; one Bare Base Support Vehicle Package, UTC UFSWA; and one Rapid Runway Repair Vehicle Package, UTC UFSWK. Use assets in these UTCs to simulate replacement or expansion of actual on-hand capability.

- Extensive geographic separation of the Contamination Control Area (CCA) from the exercise site.

- Possession and use of replacement CWDE at the CCA.

- Removal of battle dress uniforms, underwear, and boots at the CCA.

- Replacement of filters for CWDE masks.

- Possession and use of actual M-8 and M-9 chemical detection paper and M258A1/M291 personal decontamination kits in the field.

- Use of hazardous decontamination agents.

- Cutting contaminated Chemical Warfare Defense Ensembles (CWDEs) from patients.

- Digging defensive fighting positions when prohibited by environmental constraints.

Note: Erect built-up fighting positions if environmental constraints prohibit digging.

- Shelter hardening, stocking, and activation.

- Construction of complete sandbag revetments, camouflage nets, and other passive defense measures at all facilities. Demonstrate such actions completely on a sample of facilities, and use locally-developed procedures to simulate the rest.

- Dig trenches to inter the dead. (Note: all actions preceding the actual dig, such as securing the equipment, determining the location and gridlines of the burial site, etc. should be performed unless local policies dictate otherwise.)

A9.3. Requesting Additional Simulations:

A9.3.1. To request IG approval of additional simulations, prepare a letter to the IG in the format shown in Attachment 10, signed by the senior official responsible for the local exercise program. Describe the item to be simulated, the reason the simulation is necessary, and how mission capability will be demonstrated. Send multiple simulations under a single cover letter. Forward requests to the IG no later than 30 days prior to the ORI start date.

A9.3.2. The IG will approve or disapprove requests based on their descriptions of the resources required to actually carry out the action and the methods for demonstrating mission capability. The IG will notify the organization of the approval status of each request no later than 10 days prior to the ORI start date.

A9.3.3. Organizations may request IG approval of unforeseen simulation requests during the ORI itself, but delays that could have been avoided by more thorough planning may impact the evaluation of the unit's performance.

A9.3.4. The IG will not approve simulation of the following actions:

- Processing only equipment needed for the exercise rather than the full UTC requirement.
- Marshaling and security of classified files, technical orders, Readiness Spare Packages (RSP), and sensitive equipment.
- Marshaling of microfiche readers, enlargers, printers, computers, remotes, and facsimile machines.
- Marshaling of protective masks, filters, and decontamination kits.
- Draining and purging of vehicles and equipment as required.
- Preparation of Personnel Accountability Kit (PAK) during processing.

Attachment 10

SAMPLE SIMULATION REQUEST LETTER

MEMORANDUM FOR: HQ AFMC/IG

4375 Chidlaw Road, Room N101

Wright-Patterson AFB OH 45433-5006

FROM: [Senior Official Responsible for the Local Exercise Program]

1. Please approve the following ORI simulation:

   a. Action to be simulated: Completion of all facility hardening actions identified in base resource protection plan.

   b. Reason the simulation is necessary: Actual completion of all identified tasks would require approximately $4000 worth of rental equipment and 200 labor hours. The general tasks required for each facility are essentially the same, and completing them for multiple facilities would not provide additional training or inspection value.

   c. Demonstration of mission capability: We will prioritize the actions that would be taken in an actual emergency and develop a schedule describing the required labor, equipment, material, funds, and start and completion times for each. We will complete all necessary coordination and documentation, and physically demonstrate a sample (chosen by the IG) of the scheduled tasks.

   d. Action officer and phone number.

2. Please contact our action officer if you need any additional information, and advise us of your decision.

Attachment 11

PCP ANNOUNCEMENT FORMAT

1. Personal Conference Period. A representative from the HQ AFMC/IG office will conduct Personal Conference Periods for AFMC personnel on (DATE) from 0800 to 1130, and from 1300 to 1600. These conference periods will be held at Bldg _____, Room _____.

2. A Personal Conference Period for persons desiring to contact the HQ AFMC/IG after duty hours will also be held the evening of (DATE) from 1800 to 2000 at Bldg _____, Room _____. This session is intended to accommodate those individuals who may be reluctant or unavailable to meet with the Inspector General during normal duty hours.

3. Appointments for all Inspector General Personal Conference Periods may be made through (DATE) by calling extension (LOCAL IG #). Individuals may see the HQ AFMC/IG representative without an appointment; however, to minimize waiting, it is recommended you have an appointment. Personnel wishing to request Inspector General assistance will be granted time off from work by their supervisor for this purpose. Appointments can also be arranged for other times and/or locations, as appropriate for individuals or groups who do not work normal duty hours.

4. The purpose of these conference periods is to provide all AFMC personnel assigned to the XXXXXX ORGANIZATION an opportunity to communicate directly with an HQ AFMC/IG representative. However, not all matters are appropriate for action by the HQ AFMC/IG. Some of these matters include, but are not limited to, civilian EEO complaints, claims against the government, correction of military records, appeals of EPRs or OPRs, the Suggestion Program, and those matters covered by the negotiated grievance procedure in the Master Labor Agreement.

5. Fraud, Waste, and Abuse (FWA) disclosures will be accepted from all personnel. AFI 90-301, Inspector General Complaints, defines Fraud, Waste, and Abuse as:

   a. Fraud -- Any intentional deception designed to unlawfully deprive the Air Force of something of value or to secure from the Air Force for an individual a benefit, privilege, allowance, or consideration to which he or she is not entitled. Such practices include, but are not limited to:

   (1) The offer, payment, or acceptance of bribes or gratuities.

   (2) Making false statements.

   (3) Submitting false claims.

   (4) Using false weights or measures.

   (5) Evading or corrupting inspectors or other officials.

   (6) Deceit either by suppressing the truth or misrepresenting material fact.

   (7) Adulterating or substituting materials.

(8) Falsifying records and books or accounts.

(9) Conspiring to use any of these devices.

6. The term also includes conflict of interest cases, criminal investigations, and the unauthorized disclosure of official information relating to procurement and disposal matters. NOTE: For the purposes of AFI 90-301, this definition can include any theft or diversion of resources for personal or commercial gain.

   a. Waste -- The extravagant, careless, or needless expenditure of Air Force funds or the consumption of Air Force property that results from deficient practices, systems, controls, or decisions. Waste also includes improper practices not involving prosecutable fraud. NOTE: Wartime and emergency operations must be considered when explaining possible waste. For example, legitimate stockpiles and reserves of wartime need, which may appear redundant and costly, are not waste.

   b. Abuse -- Intentional, wrongful, or improper use of Air Force resources. Examples include misuse of rank, position, or authority that causes the loss or misuse of resources such as tools, vehicles, computers, and copy machines.

7. The identity of persons submitting personal complaints or FWA disclosures will be kept confidential, if requested by the individual. Persons requesting Inspector General assistance should bring all available documentation pertaining to their concern to the Personal Conference Period.

Attachment 12

GLOSSARY OF ABBREVIATIONS AND ACRONYMNS

Abbreviations and Acronymns

ABD—Air Base Defense

ABDR—Aircraft Battle Damage Repair

ABDE—Automated Data Processing Equipment

AECIIDS—Advanced Entry Control Integrated Intrusion Detection System

ACFSSO—Air Force Contingency Supply Support Office

AFFF—Aqueous Film Forming Foam

AFOSI—Air Force Office of Special Investigations

AIREPTS—Air Reports

AFDP—Acquisition

APOE—Aerial Port of Embarkation

ATC—Air Traffic Control

ATC—ALS Air Traffic Control and Landing Systems

ATD—Advanced Technology Demonstrator

ATSO—Ability to Survive and Operate

ATV—All Terrain Vehicle

AWP—Awaiting Parts

BDOC—Base Defense Operations Center

BRAAT—Base Recovery After Attack

CAIV—Cost as an Independent Variable

CBL—Commerical Bills of Lading

CCA—Contamination Control Area

CCO—Contingency Contracting Officers

CCP—Casualty Collection Point

CDI—Commander Directed Inspections

CEM—Contingency, Exercise, and Mobility

CI—Critical Information

CI—Counterintelligence

CIRS—Contractor Inventory Redistribution System

C-Level—Combat Level

CLSS—Combat Logistics Support Squadron

COMSEC—Communications Security

CPS—Contingency Processing System

CR—Control Roster

CSAI—Contract Support Activity Inspections

CSC—Central Service Representative

CSR—Customer Service Representative

CW—Chemical Warfare

CWDE—Chemical Warfare Defense Ensembles/Equipment

DCC—Deployment Control Center

DECON—Decontamination

DEP—Defenseive Fighting Positions

DLA—Defense Logistics Agency

DMAG—Depot Maintenance Activity Group

DMAS—Dynamic Model Assessment System

DMAS—Dyna-Metric Microcomputer Analysis System

DMS—Deficiency Management System

DOC—Designed Operational Capability

DoDGARS—DoD Grant and Agreement Regulations

DRD—Deployment Requirements Document

DREP—Depot Repair Enhancement Program

DRU—Direct Reporting Units

DSOE—Deployment Schedule of Events

DSWA—Defense Special Weapons Agency

DTS—Defense Transportation System

EAL—Entry Authorization Listing

ECAMP—Environmental Law

EOD—Exposive Ordnance Disposal

EST—Emergency Services Team

ETIC—Estimated Times in Commission

EXPRESS—Execution and Prioritization of Repair Support System

FAC—Functional Area Chief

FAR—Federal Acquisition Regulation

FCF—Functional Check Flight

FMFIA—Federal Managers Financial Integrity Act

FOD—Foreign Object Damage

FPO—Force Protection Operations

FWA—Fraud, Waste, and Abuse

GBL—Government Bill of Lading

GBS—Ground Burst Simulators

GP—General Purpose

GSU—Geographically Separated Units

HATR—Hazardous Air Traffic Report

HHR—Hand-held Radios

IAW—In Acordance With

IED—Improvised Explosive Device

IMA—Individual Nibukuzatuib /aygnebtees

IMPAC—International Merchant Purchase Authorization Card

IOI—Intelligence Oversight Inspection

ISAG—Information Services Activity Group

ITV—In-Transit Visibility

IWSM—Integrated Weapon System Management

JA/ATT—Joint Airborne Air Transportability Training

KUMSC—Kirtland Underground Munitions Storage

LIMFAC—Limiting Factor

LNSI—Limited Nuclear Surety Inspection

LOGDET—Logistics Detail Package

LOGFOR—Logistics Force

LOGPLAN—Logistics Plan

LOPAC—Low Pressure Air Compressor

MAITS—Mobility Automated Inventory Tracking System

MANPER-B—Manpower Personnel Data Base - Base Level

MANFOR—Manpower Force Element Listing

MARE—Major Accident Response Exercises

MDX—Manpower Data Extract

MEL—Mission Essential Listing

MGRS—Military Grid Reference System

MHE—Materiel Handling Equipment

MICAP—Mission Capabile

MILES—Multiple Integrated Laser Engagement System

MILSTAMP—Military Standard Transportation and Movement Procedures

MIPR—Military Interdepartmental Request

MISTR—Management of Items Subject to Repair

MOB—Main Operating ase

MOC—Maintenance Operations Control Center

MOG—Maximum on Ground

MOS—Minimum Operating Strips

MSK—Mission Support Kit

MTMC—Military Traffic Management Command

MUNS—Munitions Squadron

NAF—Non-approriated Fund Oversight

NBC—Nuclear, Biological, hemical

NMAC—Near Mid-Air Collision

NOCM—Nuclear Ordnance Commodity Management

NOTAM—Notice to Airman

NSI—Nuclear Surety Inspections

OCR—Office of Collateral Responsbility

OJT—On-the-Job

OP—Outstanding Performer

OPFOR—Opposing Forces

OP/LP—Observation Post/Listening Post

OPR—Office of Primary Responsibility

OPSEC—Operations Security

ORI—Operationa Readiness Inspections

OSHA—Office of Safety and Health Administration

PAK—Personnel Accountability Kits

PCP—Personal Conference Period

PDF—Personnel Deployment Function

PDS—Personnel Data System

PECI—Productivity Enhancing Capital Investment

PERSCO—Personnel Support for Contingency Operations

PHA—Preventive Health Assessment

PIREPS—Pilot Reports

PNAF—Prime Nuclear Airlift Force

P/NMCS—Partial/Not Mission Capable Supply

POE—Point of Emarkation

PPBS—Planning, Programming Budgeting System

PPE—Personal Protective Equipment

PPIP—Put Prevention into Practice

PRF—Personnel Resource File

PRP—Personnel Reliability Program

PRT—Patient Retrieval Team

PWS—Performance Work Statement

QA—Quality Assurance

QAE—Quality Assurance Evaluators

QASP—Quality Assurance Surveillance Plans

QAR—Quality Assurance Representatives

RADS—Rapid Area Distribution Support

RBL—Readiness Based Leveling

READY—Resource Augmentation Duty

REMS—Registered Equipment Management System

RFP—Request for Proposal

RFPSO—Request for Proposal Support Office

ROE—Rules of Engagement

RPIE—Real Property Installed Equipment

RSP—Readiness Spares Package

RRR—Rapid Runway Repair

SABC—Self-Aid and Buddy Care

SAMP—Single Acquisition Management Plans

SAV—Staff Assistance Visit

SBIR—Small Business Innovative Research

SBSS—Standard ase Supply System

SFDO—Security Forces Duty Officer

SIIR—Special Interest Item Review

SMAG—Supply Management Activity Group

SORTS—Status of Resources and Training System

SOW—Statements of Work

SPI—Special Investigations

SPO—Systems Program Office

SRC—Survival Recovery Center

SRO—Standing Routing Orders

SSS—Staff Summary Shee

STAMP—Standard Air Munitions Pallet Package

STRAPP—Standard Tank, Rcks, Adapters, and Pylons Package

TACCOM—Tactical Communications

TACMET—Tactical Meteorological Equipment

TCC—Transportation Control Center

TCTO—Time Compliance Technical Order

TFE—Tactical Field Exchange

THREATCON—Threat Condition

TIDS—Television Intrusion Detection System

TDME—Test, Measurement, and Diagnostic Equipment

UCI—Unit Compliance Inspections

UIF—Unfavorable Information File

UMD—Unit Manning Document

UTC—Unit Type Code

UXO—Unexploded Ordnance

WCDO—Wartime Consumable Distribution Objectives

WMP—Weight Management Program

WMP-III—AFMC War and Mobilization Plan, Vol III

WMS—Wartime Materiel Support

WOC—Wing Operations Center

WRM—War Reserve Materiel